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MANUAL OF THE BUREAU OF HEALTH FOR THE PHILIPPINE ISLANDS

1911

THE GOVERNMENT OF THE PHILIPPINE ISLANDS
DEPARTMENT OF THE INTERIOR
BUREAU OF HEALTH



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BUREAU OF PRINTING
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PART I.

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FOREWORD.

(To the first edition.)

In placing this first edition of the Manual for the Bureau of Health before the officers and employees of the Bureau, every endeavor has been made to have the provisions contained herein accurate, practicable, comprehensive, and consistent with present and probable future conditions. It is realized, however, that a work so extensive and diversified in its scope will be found after actual use to require many changes and alterations. To the end, therefore, that the next edition of the Manual may be as correct as possible, and at the same time comprehensive and complete, it is respectfully requested that all criticisms, changes, additions, or suggestions of any kind which may occur to the officers and employees of the Bureau, be submitted to the Director of Health in writing, whereupon they will be given careful consideration.

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PREFACE TO THE SECOND EDITION.

The making of an order for a reprint of the Bureau of Health Manual affords the occasion and opportunity for its first revision, a process which must necessarily be restricted to minor changes and additions, since the original forms have been retained.

The index has been expanded and made to conform to the paragraph numbers, which have been extended so as to include the entire Manual.

Many suggestions have been received that the revision should be made more applicable to the provinces because in the first edition the laws and ordinances published with reference to communicable diseases pertain to Manila only. Laws can not be made by proclamation, but from the published laws and ordinances that are in force in Manila it should be possible to select portions that could be adapted to other municipalities and to secure their adoption by municipal councils, pursuant to paragraph 704 of the Manual.

In dealing with the officials and with the people, regardless of their station in life, all employees of the Bureau of Health are enjoined by this Office to exercise tact, perseverance, courtesy, and good nature so as to command their friendship and respect. Energy and earnestness of purpose are powerful factors in the promotion of confidence, while idleness and indifference bring about distrust and opposition, hence employees of the Bureau of Health are expected to be energetic and alert and to exercise initiative ability in planning their work. If this is done the cause of sanitation in the Philippine Islands will go forward to success and discord and discontent will give way to confidence and coöperation.

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HISTORICAL.

The first Board of Health in the Philippine Islands, after American occupation, was assembled in compliance with General Orders, No. 16, dated headquarters of the Department of the Pacific, Eighth Army Corps, Manila, P. I., September 10, 1898. This order directed Dr. Frank S. Bourns, major and chief surgeon, United States Volunteers, and Dr. C. E. McQuesten, acting assistant surgeon, United States Army, to report to the provost-marshal-general for duty in connection with the organization of the Board of Health for the city of Manila.

The Board was formally organized by General Orders, No. 15, dated headquarters provost-marshal-general, Manila, P. I., September 29, 1898, and was composed of Dr. Frank S. Bourns, president; Dr. C. L. Mullins, assistant surgeon, United States Volunteers, and Dr. C. E. McQuesten, acting assistant surgeon, United States Army, as active members, and Dr. T. H. Pardo de Tavera and Dr. Ariston Bautista Lim, both of Manila, as honorary members.

The city was divided into ten districts and a municipal physician appointed for each. Eight municipal midwives were also appointed, and a physician for San Lazaro Hospital, all by the same order.

On October 8, 1898, the first rules and regulations of the Board of Health were published.

One of the most important problems that the newly organized board was called upon to deal with was that of an epidemic of smallpox. The old Spanish vaccine farm was reëstablished and a corps of city vaccinators put to work. By the end of the fiscal year 80,000 people in the city of Manila had been vaccinated, 82 per cent of the vaccinations being successful. In the meantime a small-pox hospital, a leper hospital, and a hospital for the treatment of venereal diseases had been established and a veterinary corps organized.

This provisional Board of Health continued in existence until August 26, 1899, when the first Commissioner of Public Health, Dr. Guy L. Edie, was appointed. The reorganized board added a bacteriological department to the municipal laboratory which had been conducted by the former Board of Health, established a plague hospital and instituted the registration, by the Board of Health, of births, marriages, and deaths, which heretofore had been in charge of the parochial priests. A municipal dispensary was organized and the work of protecting the city against smallpox, so successfully inaugurated by Major Bourns, was continued.

After the advent of the Civil Commission the passage of Act No. 62 gave the provost-marshal-general the right to promulgate ordinances for the city of Manila, and matters which had heretofore been governed by rules and regulations were embodied in ordinances and enforced by military authority. The first health ordinance was promulgated April 6, 1901, and is still in force, with the exception of one or two provisions which have been repealed by other ordinances. This ordinance, which included nearly every phase of municipal sanitation,

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has been the foundation of all subsequent ordinances and of the Sanitary Code. It provided, among other things, that every physician called to visit or examine any case of infectious or contagious disease should immediately cause such patient to be promptly isolated, after which notice should be given to the health authorities by such physician. The term "infectious and contagious disease," as defined, included cholera, smallpox, chicken pox, plague, diphtheria (including membranous croup), ship or typhus fever, typhoid, spotted, relapsing, yellow, and scarlet fevers, measles, glanders, leprosy, anthrax, and many other diseases of an infectious, contagious, or pestilential nature, or any disease declared by the Board of Health of Manila to be dangerous to the public health.

Another important section was the compulsory vaccination clause, which made it the duty of every person in Manila to be successfully vaccinated at intervals of one year, and provided that every person who had been exposed to the infection of smallpox, including varioloid, should be successfully vaccinated or revaccinated a sufficient number of times at intervals of two weeks to render it evident that successful vaccination was impossible.

The Board of Health for the city of Manila continued in existence until its employees were formally transferred by Act No. 187 to the Board of Health for the Philippine Islands, which had been organized under Act No. 157. The new Board consisted of a commissioner of public health, a chief health inspector, a sanitary engineer, a secretary, and the superintendent of the Government laboratories as active members, and the chief surgeon of the United States Army in the Philippines, the chief quarantine officer of the United States Public Health and Marine-Hospital Service in the Philippine Islands, and the president and the vice-president of the Association of Physicians and Pharmacists of the Philippine Islands as honorary members.

The law provided that the Board of Health for the Philippine Islands should also act as the Board of Health for the city of Manila.

The next health legislation was comprised in Act No. 307, entitled, "An act establishing the provincial boards of health and fixing their powers and duties." Following this came Act No. 308, establishing municipal boards of health, thus making the chain complete.

Compulsory vaccination, which had been practiced in Manila since the organization of the health service, was extended throughout the provinces by Act No. 309, which provided that every person living in the Philippine Islands who could not furnish satisfactory evidence by certificate of recent date either from a president of a municipal board of health, a public vaccinator, or a duly qualified physician, or such other person as the board of health might designate, that he is immune should be vaccinated as often as the health authorities deemed necessary.

Subject to the supervision and control of the Board of Health for the Philippine Islands, the provincial boards of health had general supervision over the health and sanitary conditions of their respective provinces, including the health of domestic animals; exercised general control over the municipal boards of health within their jurisdiction; caused to be prosecuted all violations of sanitary laws, and enforced the regulations of the Board of Health for the Philippine Islands, and, subject to the supervision and control of the provincial boards of health, municipal boards of health had general supervision of the health and sanitary conditions of their municipalities, with power to enforce the regulations of the Board of Health for the Philippine Islands and of the provincial boards of health.

The next important act in health legislation is known as Act No. 310, regulating the practice of medicine and surgery in the Philippine Islands. The

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act was passed just in time to keep the Islands from being overrun by quacks and impostors from all parts of the world.

With this legislation, supplemented by special Acts, such as the Act regulating the practice of dentistry and the Act regulating the practice of pharmacy, as a working basis, the Board of Health extended its operations to every municipality in the Archipelago and conducted its work until changed into the Bureau of Health by Act No. 1407, otherwise known as the "Reorganization Act."

Under Act No. 1407, unless otherwise provided by law, the Director of Health is the legal successor of the Board of Health for the Philippine Islands, which was abolished by said Act, and of the commissioner of public health, who was the executive officer of the Board.

The Philippine Commission passed Act No. 1487, abolishing provincial boards of health, substituting therefor district health officers and defining their powers and duties, and repealing Act No. 307, entitled "An Act providing for the establishing of provincial boards of health, and fixing their powers and duties." This Act, after abolishing the provincial boards of health, provides among other things that each province may have a district health officer, appointed by the Governor-General with the advice and consent of the Philippine Commission.

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BUREAU OF HEALTH MANUAL.

ARTICLE 1.

TITLE 15, CHAPTER 82.

[Extract from Compilation of Acts of Philippine Commission with amendments.]

VACCINATION.

1. (SEC. 746.) Every person living in the Philippine Islands who can not furnish satisfactory evidence, either by a certificate of recent date from a president of a municipal board of health, public vaccinator, duly qualified physician, or such other person as the Director of Health may designate, or otherwise, to the effect that he is immune against smallpox, shall submit to vaccination as often as may be required by a municipal board of health, or by the Bureau of Health; and such vaccination shall be performed gratis.

Persons subject to vaccination. 309—2

2. (SEC. 747.) Every parent, guardian, or person having charge of one or more children over three months of age shall see that they are presented for examination and vaccination at such place and time as may be specified by a president of a municipal board of health or a public vaccinator, and that they are returned on the eighth day after such presentation to said place so that the result of the vaccination may be verified: *Provided*, That any person may call upon a president of a municipal board of health or a public vaccinator to perform vaccinations at the residence of such person, in which cases the vaccinations shall be performed as requested, and the person performing them shall collect the sum of one peso for each person so vaccinated. The funds accruing from such charges for vaccination shall be paid weekly by the persons collecting them into the treasury of the municipality where the vaccination is performed.

Duty of parents, guardians, etc. 309—3

Proviso, vaccination at residence.

Fees.

3. (SEC. 748.) On the presentation for vaccination of any child which is found, by reason of its health, to be unfit for the operation, presidents of municipal boards of health or public vaccinators shall postpone such vaccination, but shall give due notice to parents, guardians, or other persons having charge of such child to return it at some fixed time, which instruction shall be obeyed by its parent, guardian, or other person in charge.

Postponement because of condition of health. 309—4

4. (SEC. 749.) Every parent, guardian, or other person in charge of one or more children who shall be found guilty of

Fines, parents, guardians, etc. 309—5

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neglecting or refusing to comply with the provisions of sections seven hundred and forty-six and seven hundred and forty-seven hereof shall be fined ten pesos for each offense. One half of the fine shall be paid to the person or persons giving the information leading to conviction and the other half shall be paid into the municipal treasury.

309—6 **Schools, academies, colleges, etc.**

5. (SEC. 750.) The presidents, principals, boards of directors, managers, or any person or persons having charge of universities, colleges, academies, seminaries, public or parochial schools, orphanages, or asylums, or other places where children are educated, reared, or cared for, shall present such children for vaccination within said institution at such times as may be specified by presidents of municipal boards of health or public vaccinators.

Penalty.

Any such person or persons refusing to comply with the provisions of this section shall, upon conviction, be punished by a fine of not more than two hundred pesos for each offense.

309—7 **Resisting vaccination.**

6. (SEC. 751.) Any person reported as unprotected against smallpox who is unable to submit satisfactory evidence of vaccination as provided in section seven hundred and forty-six hereof, and who resists vaccination when directed to submit to it by the proper authorities shall, upon conviction, be punished by a fine of not more than one hundred pesos for each offense.

Punishment.

309—8 **Certificates of vaccination.**

7. (SEC. 752.) Presidents of municipal boards of health, public vaccinators, and all other persons authorized to vaccinate against smallpox under the provisions of this Act, shall furnish each person successfully vaccinated by them a certificate to the effect that he has been so vaccinated, setting forth the date of the vaccination, the number of marks made, and their location, and shall also record this information in a book to be kept by them for that purpose, for each municipality, which book, in case of their death or removal from office, shall be deposited with the secretary of the municipality: *Provided*, That the inoculation of any human being with smallpox virus shall be unlawful, and therefore no human being shall be inoculated, directly or indirectly, with smallpox lymph: *Provided further*, That any person convicted of performing or practicing such inoculation shall be punished by a fine of not more than two hundred pesos or by imprisonment for not more than six months, or both, in the discretion of the court.

309—9 **Work to begin, when.**

Duration of work.

8. (SEC. 753.) Presidents of municipal boards of health and public vaccinators shall begin the work of public vaccination on the first day of January of each year, and shall continue it until every person liable to vaccination in the territory assigned to them has become thoroughly protected against smallpox, or until such time as may be designated by the district health officers or the Director of Health.

309—10 **Rooms.**

9. (SEC. 754.) Each municipal council shall furnish a suitable room or rooms in its municipality for the purpose of carrying on the work of public vaccination.

309—11 **Vaccinators subject to: —municipal boards.**

10. (SEC. 755.) In municipalities where municipal boards of health exist, public vaccinators, if employed, shall be subordinate to them, and shall comply with all directions from such boards which are not in conflict with the sanitary laws of the Philippine

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Islands or with the regulations of the Bureau of Health. In municipalities where municipal boards of health have not been established, public vaccinators shall be subordinate to the respective district health officers and to the Director of Health. —district health officer. —Director of Health.

11. (SEC. 756.) Presidents of municipal boards of health and public vaccinators shall report to municipal boards of health all births that may come to their notice, giving in each case the sex of the child, the name of its parents, and the date of its birth. Births. 309—12

12. (SEC. 757.) The Director of Health is hereby authorized to sell any vaccine virus not needed for public vaccinations to the Army, the Navy, or Marine-Hospital Service of the United States, to private hospitals or institutions, and to pharmacists, physicians, or other persons requiring it, at such prices as may be fixed by the Director of Health, accounting for the proceeds of such sales in accordance with law. Sale of vaccine virus. 309—13

ORPHANS.

13. (SEC. 758.) The board of trustees or directors of any asylum or institution in which poor children are cared for and maintained at public expense are hereby authorized, with the consent of the Director of Health, to place any orphan or other child so maintained therein whose parents are unknown, or being known are unable or unwilling to support such child, in charge of any suitable person who may desire to take such child and shall furnish satisfactory evidence of his ability suitably to maintain, care for, and educate such child. Orphans, etc., in care of private persons. 1670—1

14. (SEC. 759.) The intrusting of any child to a person as provided in the preceding section shall not constitute a legal adoption and shall not affect the civil status of such child or prejudice the right of any person entitled to its legal custody or guardianship. Not legal adoption. 1670—2

15. (SEC. 760.) It shall be the duty of any person who shall take any poor child from an asylum or institution, as provided in section seven hundred and fifty-eight hereof, suitably to maintain, care for, and educate such child while in his custody. The Director of Health shall visit such child personally or by agent at least once every three months and make all needful inquiries as to its welfare. Duty to child. 1670—3 Visits by Director of Health.

16. (SEC. 761.) If the Director of Health shall find that any child so taken from any asylum or institution is not being properly maintained, cared for, and educated, or if the person with whom such child has been placed shall no longer desire to retain the custody thereof, the Director of Health shall again place the child in the asylum or institution from which it was taken. Replacing of child in asylum, when. 1670—4

17. (SEC. 762.) Upon the application of any person to the trustees or directors of any asylum or institution where poor children are maintained at public expense to adopt any child so maintained therein, it shall be the duty of such trustees or directors, with the approval of the Director of Health, to report the fact to the provincial fiscal, or in the city of Manila to the city attorney, and such official shall thereupon prepare the necessary adoption papers and present the matter to the proper court. The costs of such proceedings in court shall be de oficio. Application for adoption. 1670—5

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CHAPTER 83.—*District health officers.*

1487—2 Appointment of district health officers.

—assignments.

Sanitary officers and employees.

Eligibility of presidents of provincial boards of health.

18. (SEC. 763.) Each province may have a district health officer appointed by the Governor-General, with the advice and consent of the Philippine Commission. Subject to the approval of the Philippine Commission, the Director of Health may increase the number of district health officers assigned to a province or may unite two or more provinces and assign to them a district health officer. He may also assign to each district such other duly authorized sanitary officers or employees as he may deem necessary.

Any regularly appointed person holding the office of president of a provincial board of health on May sixteenth, nineteen hundred and six, shall be eligible for appointment without examination to the position of district health officer during a period of two years from July first, nineteen hundred and six.

1487—3 Salaries.

19. (SEC. 764.) Salaries of district health officers and of all other officers and employees assigned to health districts by the Director of Health shall be paid monthly from funds set aside for the support of the Bureau of Health.

1487—4 —deposit by provinces.

—proportionment to provinces.

20. (SEC. 765.) Each province of a health district shall deposit in the Insular Treasury, to the credit of the Bureau of Health, on or before the thirty-first days of January and July of each year, its proportion of the salary of the district health officer, or officers, and of the salaries of all other officers and employees assigned to the health district by the Director of Health, such proportion to be calculated by the Insular Auditor, who shall base the same upon the populations of the respective provinces of the district as determined by the latest census.

1487—5 Traveling expenses and per diems.

21. (SEC. 766.) Traveling expenses and per diems, authorized by law, of district health officers and of all other officers and employees assigned to health districts by the Director of Health shall be paid out of funds appropriated for the Bureau of Health.

1487—6 Fiscals as legal advisers.

22. (SEC. 767.) Within their respective provinces, provincial fiscals shall act as legal advisers to district health officers.

1487—7 District engineers as sanitary engineers.

Powers conferred upon district engineers.

23. (SEC. 768.) Within their respective districts, district engineers shall act as sanitary engineers, and shall consult with district health officers regarding sanitary improvements therein. The powers conferred and the duties imposed upon district engineers and upon the Director of Public Works by section ninety-eight, and sections thirteen hundred and one to thirteen hundred and five, inclusive, hereof, relative to the construction, maintenance, and repair of provincial public works and of municipal public works and to the preparation of plans and estimates and the letting of contracts therefor, are hereby conferred and imposed upon district engineers and the Director of Public Works with reference to all provincial or municipal improvements of a sanitary nature, and the powers conferred upon provincial boards and municipal councils relative to requesting investigations, plans, and estimates for provincial or municipal public works are hereby conferred upon district health officers relative to sanitary works or improvements.

Powers conferred upon district health officers.

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District engineers shall give information to district health officers as to the existence of insanitary conditions and of any failure to comply with legal sanitary orders and regulations. Insanitary conditions.

24. (SEC. 769.) The provincial board of a province designated as the headquarters of a health district shall provide the necessary clerical assistance for the district health officer, and shall furnish suitable office room and the necessary furniture, equipment, and supplies, including stationery and blank forms, properly to conduct the office of the district health officer. Clerical assistance. 1487—8 Office room furniture, and supplies.

25. (SEC. 770.) The Director of Health is hereby authorized, subject to the approval of the Governor-General, to assign district health officers to temporary duty outside the province in which they are regularly located. The traveling expenses and subsistence of district health officers so assigned shall be paid from the Insular Treasury during such assignment. District health officers, assignment. 677—1 1487—12

26. (SEC. 771.) In the event of the absence of the district health officer from his district, or headquarters, or in the event of illness or other cause incapacitating him from the discharge of his duties, the Director of Health may, subject to the approval of the Secretary of the proper Department, designate any president of a municipal board of health to discharge the duties of district health officer temporarily, and the president of a municipal board of health so designated shall, during the time he is so engaged, receive a salary equal to that of the district health officer whom he substitutes, but shall receive no salary as president of the municipal board of health during such time, or the Director of Health may designate any district or Insular sanitary officer to perform such duties without additional compensation. Absence or incapacity. 1487—9 —designation of president of municipal board of health. —designation of sanitary officers.

27. (SEC. 772.) The district health officer of each health district shall prepare for each province of his district an estimate showing the probable expense of conducting the work of his office in the said province for the period for which the regular estimates of other provincial expenses are made, and shall seasonably submit the same to the provincial boards, together with such additional information as may be required as a basis for appropriation. The district health officer shall furnish certified copies of such estimates to the Director of Health. Estimates of expenses. 1487—10 —certified copies.

28. (SEC. 773.) The district health officer, within his district, shall exercise general supervision and control over the health and sanitary work, and shall exercise general supervision and control over the municipal boards of health within his district. He shall have the power to institute all proceedings necessary to abate nuisances, and he may cause to be prosecuted all violations of sanitary laws and ordinances and the lawful regulations applicable to the district; and he shall have the power to remove the cause of any special disease or mortality; and to make and enforce, subject to the approval of the Director of Health and of the Secretary of the Interior, such internal quarantine regulations as he may deem necessary in any part of his district. Supervision over sanitary work. 1487—11 Nuisances. Violations of sanitary laws. Internal quarantine regulations.

29. (SEC. 774.) Subject to the approval of the Director of Health, the district health officer, during epidemics of infectious, contagious, or communicable diseases of a dangerous character Contagious diseases. 1487—12

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affecting the inhabitants of his district, and at other times when he may deem it necessary, shall appoint such number of sanitary inspectors, or other employees, as the provincial boards of the district may authorize, and shall perform such other duties with reference to health, sanitation, treatment of the sick, and other matters, as the Director of Health may direct.

Sanitary inspectors.

1487—13 Sanitary regulations for jails, theaters, schools, etc.

30. (SEC. 775.) The district health officer of each health district shall prepare and recommend to the Director of Health suitable regulations for maintaining in a sanitary condition all prisons, jails, theaters, schools, colleges, and other public or private institutions within his district.

1487—14 Medical attendance.

—prisoners.

31. (SEC. 776.) District health officers shall, when practicable, attend all persons entitled by law to receive free medical aid and attendance, and upon the application of the local authorities shall, when practicable, attend free of charge persons confined in provincial or municipal prisons and inmates of other government institutions.

Medicines and supplies.

All medicines and supplies for such purposes shall, when practicable, be furnished by the respective provinces, or municipalities, as the case may be: *Provided*, That medicine for the treatment of the indigent poor may be furnished by the Bureau of Health whenever it shall be shown to the satisfaction of the Director of Health that the province or municipality in which the medicines are to be used is financially unable to supply the same.

1487—15 Investigation of deaths.

32. (SEC. 777.) The district health officer, upon the request of any provincial fiscal of a province within his district, or of any judge of a Court of First Instance, or of any justice of the peace, shall conduct in person, when practicable, investigations in cases of death where there is suspicion that death was caused by the unlawful acts or omissions of other persons, or resulted from foul play, and shall make such other investigations or reports as may be required in the proper administration of justice; in cases where not practicable, he may require any member of a municipal board of health who is a registered physician to perform such service without extra compensation, or in case no member of a municipal board of health who is a registered physician is available, then he may require any such member who is an undergraduate of medicine to perform such service without extra compensation: *Provided*, That the actual and necessary traveling expenses of such member incurred by reason of such service shall be paid whenever the investigation required must be made at a place some distance removed from the place of his residence.

—by members of municipal boards of health.

—by undergraduates of medicine.

—traveling expenses.

—by commissioned medical officers in the service of the United States.

In case no suitable person who is a member of a board of health is available, the district health officer may arrange, when necessary, for the performance of said service by a commissioned medical officer in the service of the United States, or by any other reputable physician, in which case payment shall be made from funds of the province for which such services were performed by fees according to a fixed schedule to be prescribed by the Director of Health and approved by the Philippine Commission.

1487—16 Supervision over district health officers.

Reports.

33. (SEC. 778.) District health officers shall exercise the powers conferred upon them by law under the direct supervision and control of the Director of Health, and shall make such reports and compile such statistics as he may require.

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Contagious diseases, etc. 1487—17

34. (SEC. 779.) Whenever it shall be shown to the satisfaction of the Governor-General that any health district or part thereof is threatened with or suffering from an epidemic of infectious, contagious, or communicable disease of a dangerous character, he may, in his discretion, issue an executive order declaring that the said district, or any part thereof, is threatened with or suffering from an epidemic, and invest the Director of Health with emergency powers to prescribe, subject to the approval of the Secretary of the Interior, such emergency health regulations as may be deemed necessary to prevent or suppress the occurrence or spread of such infectious, contagious, or communicable disease, and such regulations shall have the same force and effect, and shall be enforced in the same manner, as if enacted by legislative authority, throughout the district or districts, or parts thereof, as may be specified in the said regulations.

Executive order of Governor-General.

Emergency powers of Director of Health.

Executive order declaring danger passed.

When it is shown to the satisfaction of the Governor-General that the danger of an epidemic has passed, he shall so declare by executive order, and upon publication of such executive order the emergency health regulations shall become null and void, unless in such executive order it is specifically declared that one or more of the emergency regulations shall remain in effect for a further period to be prescribed.

Sanitary condition of buildings. 1487—18

35. (SEC. 780.) District health officers shall have authority to require that owners, agents, or occupants of any buildings, premises, places, or any part thereof shall place and maintain them in a sanitary condition so far as the same relates to cleanliness.

Enforcement of sanitary ordinances.

It shall also be the duty of district health officers, in necessary cases, to request the presidents of municipalities to enforce the municipal ordinances relating to sanitation, and in case a president neglects or refuses to perform his duty in that behalf it is hereby made the duty of the district health officer to cause to be instituted proceedings against such president in the Court of First Instance. In case the court shall find that the president is guilty of neglecting or refusing to enforce such ordinances he shall be fined not exceeding two hundred pesos or imprisoned not exceeding six months, or both, in the discretion of the court, and shall be removed from office.

Neglect or refusal of president to perform his duty.

Contracts by health officers, limitation. 1487—19

36. (SEC. 781.) District health officers shall not make contracts or incur liabilities in excess of the amounts duly appropriated by the provinces or municipalities of their respective districts or by the Insular Government.

Failure to comply with regulations. 1487—20

37. (SEC. 782.) Any person who shall fail to comply with any regulation made in accordance with the provisions of this chapter, or who shall disregard in whole or in part any lawful sanitary order of a district health officer or his duly authorized representative, or who shall violate any emergency health regulation prescribed by the Director of Health and approved by the Secretary of the Interior, or who shall in any other manner violate the provisions of this chapter, shall, for each offense, be punished by a fine not to exceed two hundred pesos or imprisonment for a period not to exceed six months, or both, in the discretion of the court.

Violations of emergency health regulations.

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CHAPTER 84.—*Municipal boards of health.*

(See paragraphs 589–595.)

308—1
1613—1

Organization.

38. (SEC. 783.) There may be a municipal board of health in each of the several municipalities of the Philippine Islands, which board shall be organized at such time as the district health officer for the province in which the municipality is situated may direct, and the provincial board approve: *Provided*, That with the approval of the respective municipal councils and the approval of the Director of Health, the district health officer may organize any two or more neighboring municipalities into a municipal health district, and such municipalities composing a district may employ jointly a president of the municipal health district thus constituted who shall also act as president of the municipal board of health of each municipality comprised in the said municipal health district and shall receive such compensation as may be appropriated by the respective municipal councils and approved by the Director of Health and shall be reimbursed by the municipality for which travel is performed for traveling expenses necessarily incurred in the discharge of his official duties; all other provisions of law to the contrary notwithstanding. Presidents of municipal health districts shall be subject to the same requirements of law as other presidents of municipal boards of health, except as to restriction of salary, and shall be appointed in the same manner.

Proviso; consolidation.

308—2
878—1

Boards:

39. (SEC. 784.) Each municipal board of health shall consist of—

President.

(*a*) A president, who shall be a duly qualified physician, or an undergraduate of medicine, or an Army surgeon, or an Army contract surgeon, in cases where there are no civilian physicians available, such employment to be authorized in the discretion of the Governor-General;

Member chosen.

(*b*) A member, who shall be chosen by a majority vote of the municipal council;

School-teacher.

(*c*) A male school-teacher of the municipality, who shall be appointed by the division superintendent of public instruction for the division in which the municipality is situated;

Secretary.

(*d*) The municipal secretary, ex officio;

Pharmacist.

(*e*) A pharmacist, if there be one resident within the municipality, who shall be appointed an honorary member by the municipal president;

Senior medical officer, United States Army or United States Navy.

(*f*) The senior medical officer of the Army or Navy, if there be any such on duty in the municipality, who, with the authority of the proper military or naval commander, shall act as an honorary and consulting member of the board. The municipal secretary, the pharmacist member, and the military or naval member of the board shall not be entitled to vote.

Votes.

308—3
1613—2

Appointment and salary of president.

40. (SEC. 785.) The president of the municipal board of health shall be appointed by the Director of Health, upon the recommendation of the district health officer of the province in which the municipality is situated. His salary shall be fixed by the municipal council, and shall not be less than the salary of the municipal secretary nor greater than the salary of the municipal president; but nothing in this section shall be construed so as to prevent a

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duly appointed president of a municipal health district from receiving such additional salary as may be appropriated for the position and approved by the Director of Health. The other members of the board shall serve without compensation.

Other members, no compensation.

41. (SEC. 786.) The municipal secretary shall be the secretary of the board. He shall keep its records, compile its statistics, and shall render such other clerical assistance in connection with the legitimate work of the board as it may direct.

Municipal secretary. 308—4
—duties.

42. (SEC. 787.) The municipal board of health shall hold regular meetings on the second and fourth Wednesdays of each month, and special meetings at the call of the president, or of a majority of the members: *Provided*, That in municipalities which are a component part of a municipal health district, meetings shall be held at the call of the president.

Meetings of board. 308—5 1613—3

Subject to the supervision and control of the district health officer, it shall have general supervision over the health and sanitary condition of the municipality and of its several barrios. It shall cause to be prosecuted all violations of sanitary laws, and shall enforce the regulations of the Bureau of Health. It shall have power and authority to abate nuisances endangering the public health, to remove the cause of any special disease or mortality, and to make and enforce such quarantine regulations with reference to its municipality as it shall deem necessary. It shall draft and recommend to the municipal council suitable ordinances for carrying into effect the provisions of subsections (*k*), (*l*), (*m*), (*n*), (*o*), (*p*), (*q*), and (*r*) of section three hundred and eighteen hereof. During epidemics of contagious or infectious disease affecting the inhabitants or the domestic animals of the municipality, or of any of its barrios, and at such other times as may be deemed necessary by the municipal council, it shall appoint such sanitary inspectors as the municipal council may authorize. It shall perform such other duties with reference to the health and sanitation of the municipality as the district health officer for the province in which the municipality is situated shall direct.

Supervision.

Violations of sanitary laws.

Nuisances.

Ordinances.

Epidemics.

Other duties.

43. (SEC. 788.) The president of the municipal board of health shall be its chief executive officer, and shall exercise general supervision and control over the various branches of its work. Subject to the provisions of law with reference to public vaccinations, he shall conduct such vaccinations for the people of his municipality. In a case of emergency, when a quorum of the board can not be obtained, he may exercise the powers conferred upon a municipal board of health by this chapter, but he shall report his action to the municipal board of health for ratification at the earliest practicable time. On or before the tenth days of March, June, September, and December he shall prepare and submit to the municipal council quarterly estimates, showing the probable expense of properly conducting the work of the board for the coming three months. He shall make such reports and discharge such other duties with reference to the health and sanitation of the municipality as the district health officer for the province in which the municipality is situated or the Director of Health may direct.

President, duties of. 308—6

Supervision.

Vaccination.

No quorum.

Quarterly estimates.

Reports.

Other duties.

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363—1 Physicians to prisoners.

Whenever a municipal board of health has been established in a municipality where a provincial jail is located, the president of such municipal board of health shall act as physician to the prisoners confined in the provincial jail, if required to do so by resolution of the provincial board.

1103—1 Salary of president of municipal board, Daet, Ambos Camarines.

44. (SEC. 789.) The payment of a salary of one hundred pesos per month to the president of the municipal board of health of Daet, Province of Ambos Camarines, is hereby authorized, the provisions of this chapter to the contrary notwithstanding.

CHAPTER 85.—*The Culion leper colony.*

1498—1 Culion leper colony and Government stock farm.

45. (SEC. 790.) The Island of Culion having been set apart and reserved by Executive Order Numbered Thirty-five, dated the twenty-second of August, nineteen hundred and four, for the purpose of establishing a leper colony and a Government stock farm, the same, having been removed from the jurisdiction of the government of the Province of Palawan, shall be under the direction and control of the Secretary of the Interior, who shall have authority to make, promulgate, and enforce such rules and regulations as may be necessary for the efficient control, protection, and management of the Culion leper colony: *Provided*, That nothing in this section shall be construed as affecting the jurisdiction of the Court of First Instance for the Province of Palawan.

Rules and regulations, Culion leper colony.

—proviso, jurisdiction of court.

1498—2 Justice of the peace.

46. (SEC. 791.) The chief of the Culion leper colony division of the Bureau of Health is hereby made ex officio justice of the peace with authority to perform all the duties of a justice of the peace throughout the whole of the Island of Culion. The fees that would accrue to a justice of the peace shall, in all cases where the chief of the Culion leper colony division of the Bureau of Health acts as justice of the peace, be covered into the Insular Treasury.

—fees.

1498—3 —fees, costs, fines, etc.

47. (SEC. 792.) All fees, costs, fines, and other moneys received by the chief of the Culion leper colony division of the Bureau of Health in his capacity as justice of the peace, or as notary public, shall be deposited in the Insular Treasury and accounted for as provided by law.

1498—4 Permit for landing of passengers, discharging cargo, or receiving passengers or cargo.

48. (SEC. 793.) It shall be unlawful for any owner, master, or other person in charge of any vessel, boat, or other water craft to land passengers, discharge cargo, or receive passengers or cargo, or permit the same to be done at any place on or within the jurisdiction of Culion Island until a permit therefor in writing has been obtained from the chief of the Culion leper colony division of the Bureau of Health; and it shall be unlawful for any person to land on or visit within the jurisdiction of Culion Island without permission from said chief of the Culion leper colony division.

1498—5 Violations of.

49. (SEC. 794.) Any person violating any provision of sections seven hundred and ninety to seven hundred and ninety-five, inclusive, hereof, or any rule or regulation made in conformity therewith, shall, upon conviction, be punished for each offense by a fine of not more than two hundred pesos or by imprisonment for not more than six months, or by both such fine and imprisonment, in the discretion of the court.

—penalty.

1498—6 Service of sentence.

50. (SEC. 795.) All persons imprisoned under the terms of the last preceding five sections shall, unless otherwise directed by the

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Secretary of Public Instruction, be required to serve their sentence in the custody of the chief of the Culion leper colony division of the Bureau of Health.

51. (SEC. 796.) The Director of Health and his authorized agents are hereby empowered to cause to be apprehended, and detained, isolated, segregated, or confined, all leprous persons in the Philippine Islands, and upon application of the Director of Health it shall be the duty of every Insular, provincial, or municipal official having police powers to cause to be arrested and delivered to the Director of Health, or his agents, any person alleged or believed to be a leper, and it shall be the duty of such officers to assist in the conveyance of any person so arrested to such place as the Director of Health or his agents may require, in order that such person may be subject to medical inspection, and such other procedure as may be necessary to establish a diagnosis, and thereafter to assist in removing such person to a place for detention, treatment, isolation, or segregation, if so required by the Director of Health or his agents: *Provided*, That all protests and petitions shall be given careful consideration and if the diagnosis is questioned, no person shall be permanently removed to Culion leper colony, or other place of segregation or detention, until the diagnosis of leprosy has been confirmed by bacteriological methods. Whenever the detention, treatment, isolation, or segregation of leprous persons shall involve the security of property and money belonging to or held by said leprous persons, the provincial treasurer, or such person as he may designate, shall act as guardian pending the appointment of a guardian by the Court of First Instance having jurisdiction in the province in which such person resides.

Apprehension and segregation of lepers. 1711—1

—duty of public officers.

Proviso; diagnosis by bacteriological methods.

Security of property of leprous persons.

—guardians.

52. (SEC. 797.) Whoever shall knowingly detain or harbor on premises subject to his control, or shall in any manner conceal or secrete, or assist in concealing or secreting, any person afflicted with leprosy, with the intent that such person be not discovered or delivered to the Director of Health or his agents, or who shall support or assist in supporting any leper living in concealment, shall, upon conviction, be punished as hereinafter provided.

Secreting or assisting in secreting lepers. 1711—2

Supporting lepers.

53. (SEC. 798.) It shall be the duty of every police officer or other peace officer having reason to believe that any person within his district is afflicted with leprosy to report the fact forthwith to the district health officer of the district in which the case occurs. Any police officer or other peace officer who shall willfully fail to comply with the provisions of this section shall, upon conviction, be punished as hereinafter provided.

Reporting of lepers by police officers. 1711—3

54. (SEC. 799.) The Director of Health is authorized to cause to be established hospitals and detention camps at such places as may be necessary, and where such hospitals and detention camps are established he may order the treatment of leprous patients in the incipient stage in order to attempt a cure, and he may discharge such patients as he shall deem cured or free from leprosy, and send to a place of segregation and isolation all such patients as shall be considered by him incurable or capable of spreading the disease of leprosy. The Director of Health may permit any duly qualified and reputable physician to engage in

Hospitals and detention camps. 1711—4

Treatment by physicians.

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the treatment of lepers or any person supposed to have leprosy: *Provided*, That such treatment shall be under the conditions and regulations prescribed by the Director of Health. The Director of Health or his agents may require from patients such reasonable amount of labor as may be recommended by the attending physician and the Director of Health may further make and publish such rules and regulations as he may deem advisable for the amelioration of the condition of lepers.

Labor by patients.

1711—5 Voluntary helpers.

55. (SEC. 800.) Voluntary helpers or friends living with lepers segregated under orders by the Director of Health or his agents shall be under the control of the Director of Health for a reasonable time and may be isolated from those free from the disease.

1711—6 Violation, penalty.

56. (SEC. 801.) Any person violating any of the last five preceding sections shall, upon conviction, be punished by a fine not to exceed two hundred pesos, or imprisonment for not to exceed six months, or both, in the discretion of the court.

CHAPTER 88.—*Adulterated, misbranded, or deleterious foods, drugs, medicines, and liquors.*

(Food and Drugs Act.)

1655—1 Manufacture of adulterated food and drugs, unlawful.

57. (SEC. 811.) It shall be unlawful for any person to manufacture within the Philippine Islands any article of food or drug which is adulterated or misbranded, within the meaning of this chapter; and any person who shall violate any of the provisions of this section shall, for each offense, be punished by a fine not to exceed one thousand pesos or by imprisonment for one year, or by both such fine and imprisonment in the discretion of the court, and for each subsequent offense he shall be punished by a fine of not less than two thousand pesos nor more than five thousand pesos, or by imprisonment for one year, or by both such fine and imprisonment, in the discretion of the court.

1655—2 Shipments to and from Philippines.

58. (SEC. 812.) The introduction into the Philippine Islands from the United States or from any foreign country, or the shipment to the United States or to any foreign country from the Philippine Islands, of any article of food or drugs which is adulterated or misbranded, within the meaning of this chapter, is hereby prohibited; and any person who shall ship or deliver for shipment from the Philippine Islands to the United States or to a foreign country, or who shall receive in the Philippine Islands from the United States or from any foreign country, and having so received, shall deliver, in original unbroken packages, for pay or otherwise, or offer to deliver to any other person, any such article so adulterated or misbranded within the meaning of this chapter, or any person who shall sell or offer for sale in the Philippine Islands any such adulterated or misbranded foods or drugs, or export or offer to export the same to the United States or to any foreign country, shall be punished for the first offense by a fine not to exceed four hundred pesos, and for each subsequent offense he shall be punished by a fine not to exceed six hundred pesos, or by imprisonment not to exceed one year, or by both such fine and imprisonment, in the discretion of the court: *Provided*, That no article shall be deemed misbranded or adulterated within the provisions of this chapter when intended for export to the United States or to any foreign country and

Article, when not adulterated or misbranded.

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prepared or packed according to the specifications or directions of the purchaser in the United States or in any foreign country when no substance is used in the preparation or packing thereof in conflict with the laws of the United States or of the foreign country to which said article is intended to be shipped; but if said article shall be in fact sold or offered for sale for domestic use or consumption in the Philippine Islands, then this proviso shall not exempt said article from the operation of any of the other provisions of this chapter.

Rules and regulations to be made. 1655—3

59. (SEC. 813.) The Insular Collector of Customs, the Director of Health, and the Collector of Internal Revenue of the Philippine Islands shall make uniform rules and regulations, subject to the approval of the Secretary of the Interior of the Philippine Islands, for carrying out the provisions of this chapter, including the collection and examination of specimens of foods and drugs manufactured or offered for sale in the Philippine Islands or which shall be received from the United States or from any foreign country, or intended for shipment to the United States or to any foreign country, or which may be submitted for examination by the Director of Health for the Philippine Islands.

Examinations by Bureau of Science. 1655—4

60. (SEC. 814.) The examinations of specimens of foods and drugs shall be made in the Bureau of Science, or under the direction and supervision of that Bureau, for the purpose of determining from such examinations whether such articles are adulterated or misbranded within the meaning of this chapter; and if it shall appear from any such examination that any of such specimens is adulterated or misbranded within the meaning of this chapter, the Secretary of the Interior of the Philippine Islands shall cause notice thereof to be given to the party from whom such sample was obtained. Any party so notified shall be given an opportunity to be heard, under such rules and regulations as may be prescribed as aforesaid, and if it appears that any of the provisions of this chapter have been violated by such party, then the Secretary of the Interior of the Philippine Islands shall at once certify the facts to the Attorney-General of the Philippine Islands with a copy of the results of the analysis or a report of the examination of such article duly authenticated by the analyst or officer making such examination, under the oath of such officer. After judgment of the court, notice shall be given by publication in such manner as may be prescribed by the rules and regulations aforesaid.

Violations of chapter.

Prosecutions by Attorney-General. 1655—5

61. (SEC. 815.) It shall be the duty of the Attorney-General of the Philippine Islands, to whom the Secretary of the Interior of the Philippine Islands shall report any violation of this chapter, or to whom the Director of Health shall present satisfactory evidence of any such violation, to cause appropriate proceedings to be commenced and prosecuted in the proper courts of the Philippine Islands, without delay, for the enforcement of the penalties as in such case herein provided.

"Drug" defined. 1655—6

62. (SEC. 816.) The term "drug," as used in this chapter, shall include all medicines and preparations recognized in the United States Pharmacopœia or National Formulary for internal or external use, and any substance or mixture of substances

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intended to be used for the cure, mitigation, or prevention of disease of either man or other animals. The term "food," as used herein, shall include all articles used for food, drink, confectionery, or condiment by man or other animals, whether simple, mixed, or compounded.

"Food" defined.

1655—7 Article, adulterated, when.

63. (SEC. 817.) For the purposes of this chapter an article shall be deemed to be adulterated:

—drugs.

In case of drugs:

First. If, when a drug is sold under or by a name recognized in the United States Pharmacopœia or National Formulary, it differs from the standard of strength, quality, or purity, as determined by the test laid down in the United States Pharmacopœia or National Formulary, official at the time of investigation: *Provided*, That no drug defined in the United States Pharmacopœia or National Formulary shall be deemed to be adulterated under this provision if the standard of strength, quality, or purity be plainly stated upon the bottle, box, or other container thereof, although the standard may differ from that determined by the test laid down in the United States Pharmacopœia or National Formulary.

Second. If its strength or purity fall below the professed standard or quality under which it is sold.

—confectionery.

In case of confectionery:

If it contain terra alba, barytes, talc, chrome yellow, or other mineral substance or poisonous color or flavor, or other ingredient deleterious or detrimental to health, or any vinous, malt, or spirituous liquor or compound or narcotic drug.

—food.

In the case of food:

First. If any substance has been mixed and packed with it so as to reduce or lower or injuriously affect its quality or strength.

Second. If any substance has been substituted wholly or in part for the article.

Third. If any valuable constituent of the article has been wholly or in part abstracted.

Fourth. If it be mixed, colored, powdered, coated, or stained in a manner whereby damage or inferiority is concealed.

Fifth. If it contain any added poisonous or other added deleterious ingredient which may render such article injurious to health: *Provided*, That when in the preparation of food products for shipment they are preserved by any external application applied in such manner that the preservative is necessarily removed mechanically, or by maceration in water, or otherwise, and directions for the removal of said preservative shall be printed on the covering or the package, the provisions of this chapter shall be construed as applying only when said products are ready for consumption.

Sixth. If it consists in whole or in part of a filthy, decomposed, or putrid animal or vegetable substance, or any portion of an animal unfit for food, whether manufactured or not, or if it is the product of a diseased animal, or one that has died otherwise than by slaughter.

1655—8 "Misbranded" defined.

64. (SEC. 818.) The term "misbranded," as used herein, shall apply to all drugs, or articles of food, or articles which enter into the composition of food, the package or label of which shall bear

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any statement, design, or device regarding such article, or the ingredients or substances contained therein, which is false or misleading in any particular, and to any food or drug product which is falsely branded as to the State, Territory, or country in which it is manufactured or produced.

That for the purposes of this chapter an article shall also be deemed to be misbranded: Article, when misbranded.

In case of drugs: —drugs.

First. If it be an imitation of or offered for sale under the name of another article.

Second. If the contents of the package as originally put up shall have been removed, in whole or in part, and other contents shall have been placed in such package, or if the package fail to bear a statement on the label of the quantity or proportion of any alcohol, morphine, opium, cocaine, heroin, alpha or beta eucaine, chloroform, cannabis indica, chloral hydrate, or acetanilide or any derivative or preparation of any such substances contained therein.

In the case of food: —food.

First. If it be an imitation of, or offered for sale under, the distinctive name of another article.

Second. If it be labeled or branded so as to deceive or mislead the purchaser, or purport to be a foreign product when not so, or if the contents of the package as originally put up shall have been removed in whole or in part and other contents shall have been placed in such package, or if it fail to bear a statement on the label of the quantity or proportion of any morphine, opium, cocaine, heroin, alpha or beta eucaine, chloroform, cannabis indica, chloral hydrate, or acetanilide or any derivative or preparation of any of such substances contained therein.

Third. If in package form, and the contents are stated in terms of weight or measure, they are not plainly and correctly stated on the outside of the package.

Fourth. If the package containing it or its label shall bear any statement, design, or device regarding the ingredients or the substances contained therein, which statement, design, or device is false or misleading in any particular: *Provided*, That an article of food which does not contain any added poisonous or deleterious ingredients shall not be deemed to be adulterated or misbranded in the following cases: Article of food not adulterated, when.

First. In the case of mixtures or compounds which may be now or from time to time hereafter known as articles of food, under their own distinctive names, and not an imitation of or offered for sale under the distinctive name of another article, if the name be accompanied on the same label or brand with a statement of the place where said article has been manufactured or produced.

Second. In the case of articles labeled, branded, or tagged so as to plainly indicate that they are compounds, imitations, or blends, and the word "compound," "imitation," or "blend," as the case may be, is plainly stated on the package in which it is offered for sale: *Provided*, That the term "blended" as used herein shall be construed to mean a mixture of like substances, not excluding harmless coloring or flavoring ingredients used for the purpose of coloring and flavoring only: *And provided further*, That nothing

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in this chapter shall be construed as requiring or compelling proprietors or manufacturers of proprietary foods which contain no unwholesome added ingredient to disclose their trade formulas, except in so far as the provisions of this chapter may require to secure freedom from adulteration or misbranding.

1655—9 Guaranty.

65. (SEC. 819.) No dealer shall be prosecuted under the provisions of this chapter when he can establish a guaranty signed by the wholesaler, jobber, manufacturer, or other party residing in the Philippine Islands, from whom he purchases such articles, to the effect that the same is not adulterated or misbranded within the meaning of this chapter, designating it. Said guaranty, to afford protection, shall contain the name and address of the party or parties making the sale of such articles to such dealer, and in such case said party or parties shall be amenable to the prosecutions, fines, and other penalties which would attach, in due course, to the dealer under the provisions of this chapter.

1655—10 Confiscation.

66. (SEC. 820.) Any article of food, drug, or liquor that is adulterated or misbranded within the meaning of this chapter, that, having been transported, remains unloaded, unsold, or in original unbroken packages, or if it be sold or offered for sale in the Philippine Islands, or if it be imported from the United States or a foreign country for sale, or if it is intended for export to the United States or to a foreign country, shall be liable to be proceeded against in the Court of First Instance in the Philippine Islands of the judicial district within which the same is found, and shall be seized for confiscation and condemnation, and may be confiscated and condemned by said court in the proceedings so initiated. And if such article is condemned as being adulterated or misbranded, or as of a poisonous or deleterious character, within the meaning of this chapter, the same shall be disposed of by destruction or sale, as the said court may direct, and the proceeds thereof, if sold, less the legal costs and charges, shall be paid into the Treasury of the Philippine Islands, but such goods shall not be sold in any jurisdiction contrary to the provisions of this chapter or to the laws of that jurisdiction: *Provided, however,* That upon the payment of the costs of the proceedings as provided in this section and the execution and delivery of a good and sufficient bond to the effect that such articles shall not be sold or otherwise disposed of contrary to the provisions of this chapter or the laws of the United States, or of any State, Territory, District, or insular possession of the United States, the court may by order direct that such articles be delivered to the owner thereof. The proceedings hereinbefore mentioned shall conform, as near as may be, to the proceedings in admiralty in the Courts of First Instance of the Philippine Islands, and all such proceedings shall be at the suit of and in the name of the United States.

Proviso; delivery to owner.

1655—11 Samples.

67. (SEC. 821.) The Insular Collector of Customs shall deliver to the Director of Health, upon his request from time to time, samples of food and drugs which are being imported into the Philippine Islands or offered for import, giving notice thereof to the owner or consignee, who may appear before the Secretary of the Interior of the Philippine Islands or any official designated by him and have the right to introduce testimony, and if it appear from the examination of such samples that any article

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of food or drug offered to be imported into the Philippine Islands is adulterated or misbranded within the meaning of this chapter, or is otherwise dangerous to the health of the people of the Philippine Islands, or is of a kind forbidden entry into, or forbidden to be sold or restricted in sale in the country in which it is made or from which it is exported, or is otherwise falsely labeled in any respect, the said article shall be refused admission, and the Insular Collector of Customs shall refuse delivery to the consignee and shall cause the destruction of any goods refused delivery which shall not be exported by the consignee within three months from the date of notice of such refusal under such regulations as the Insular Collector of Customs may prescribe: *Provided,* That the Insular Collector of Customs may deliver to the consignee such goods pending examination and decision in the matter, on execution of a penal bond for the amount of the full invoice value of such goods, together with the duty thereon, and on refusal to return such goods for any cause to the custody of the Insular Collector of Customs, when demanded, for the purpose of excluding them from the country, or for any other purpose, said consignee shall forfeit the full amount of the bond: *And provided further,* That all charges for storage, cartage, and labor on goods which are refused admission or delivery shall be paid by the owner or consignee, and in default of such payment shall constitute a lien against any future importation made by such owner or consignee.

Admission of article refused.

—penal bond.

—charges for storage, etc.

68. (SEC. 822.) The word "person" as used in this chapter shall be construed to import both the plural and the singular, as the case demands, and shall include corporations, companies, societies, associations, and other commercial or legal entities. When construing and enforcing the provisions of this chapter, the act, omission, or failure of any officer, agent, or other person acting for or employed by any corporation, company, society, association, or other commercial or legal entity, within the scope of his employment or office, shall in every case be also deemed to be the act, omission, or failure of such corporation, company, society, association, or other commercial or legal entity, as well as that of the person.

"Person" defined. 1655—12

CHAPTER 89.—*Burial grounds, cemeteries, funerals, and the disposal of the dead.*

69. (SEC. 823.) The provisions of this chapter shall apply and be effective throughout the Philippine Islands, except in the city of Manila, which shall be governed by the provisions of the Sanitary Code of Manila.

Cemeteries, regulating establishment and maintenance. —Manila excepted. 1458—1

70. (SEC. 824.) It shall be unlawful for any person or persons, or for any order or society of persons, or for any corporation or corporations, or for any church or other organization whatsoever, to bury or inter the dead, or to use any land or lands, in any way whatsoever, as a burial place or as temporary or permanent place of interment or disposal of the dead, within fifty meters of either side of any river, or within fifty meters of any spring, well, or other source of water supply: *Provided,* That the Director of Health may, in his discretion, authorize the continuance of

Burial grounds. 1458—2

Prohibited places.

—proviso; burial grounds continued.

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any burial ground, cemetery, or other place for the temporary or permanent disposal of the dead, not meeting the requirements of this section, which may have been established prior to February twenty-first, nineteen hundred and six.

458—3 Near dwelling houses.

—proviso; abandoned houses.

71. (SEC. 825.) No burial ground or cemetery shall be authorized or established which shall not be at least twenty-five meters from any dwelling house: *Provided*, That abandoned houses, or houses used by employees or attendants of the cemetery, and houses used for administrative or other necessary purposes connected with the cemetery, shall not, within the meaning of this chapter, be considered as dwelling houses: *And provided further*, That it shall be the duty of the person or persons, or of the order or society of persons, or of the corporation or corporations, or of the church or other organization establishing such cemetery, to maintain an open space, unobstructed by habitations or other structures, of at least twenty-five meters on all sides of said burial ground or cemetery, except as hereinbefore provided.

Open space on all sides.

1458—4 Municipal cemeteries.

—burial of poor.

—lots.

—conveyance of lots.

—tax exemption.

72. (SEC. 826.) Subject to the approval of the Director of Health, the council of any municipality may set apart any tract of land, or part thereof, belonging to the municipality, which it may deem advisable, for a municipal burial ground or cemetery, and may designate any portion thereof as a place of burial for the poor, and may lay out the remaining unoccupied portion in suitable lots, with the necessary paths, avenues, or other reserved spaces, and may plant and embellish the same with trees, shrubs and flowers and other suitable ornaments, and the said council or any person designated by it may grant and convey for and in the name of the municipality, by deed or other legal conveyance, lots in such burial ground or cemetery, to be used for the burial of the dead, and on which to erect tombs, cenotaphs, and other monuments. Land so acquired shall be exempt from taxation, attachment, or levy of execution.

1458—5 1771—1 Proceeds from sale of lots.

—disbursement.

Proviso; municipal general fund.

73. (SEC. 827.) The proceeds realized from the sale of cemetery lots in a municipal burial ground or cemetery shall be deposited in the municipal treasury and kept separate from other funds and may be disbursed by order of the municipal council, upon properly prepared and signed vouchers, for the purpose of keeping in order, improving, and embellishing said burial ground or cemetery: *Provided*, That with the approval of the Director of Health or his authorized agent any sums remaining in said fund on January first of each year in excess of the amounts expended or obligations incurred to keep in order, improve, or embellish such burial ground or cemetery may be transferred to the municipal general fund to be expended for general municipal purposes.

1458—6 By-laws and regulations.

—amendment or repeal.

74. (SEC. 828.) Subject to the approval of the Director of Health, a municipal council may make, alter, amend, or repeal, when made, such by-laws and regulations as may be necessary for the administration of the business affairs of municipal burial grounds or cemeteries in their respective municipalities, and such by-laws and regulations shall be recorded by the municipal secretary and certified copies filed with the local board of health, if there be any. No by-laws or regulations shall be made so as

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to restrict or interfere with any person in the full exercise of his religious sentiments in respect to the burial of the dead, nor to interfere with any person or persons, organization, church, religious denomination, or sect in maintaining and regulating burial grounds or cemeteries in accordance with their beliefs or customs: *Provided, however,* That no municipality, in prescribing rules and regulations for the government of municipal burial grounds or cemeteries, shall discriminate against the burial of bodies on account of race, nationality, or religion.

—religious beliefs respected.

No discrimination on account of race, nationality, or religion.

Sanitary by-laws and regulations for all cemeteries may be made by the local health authorities, but such sanitary by-laws and regulations shall be submitted to the Director of Health for approval.

Sanitary regulations.

—approval.

75. (SEC. 829.) Any municipal council may designate the municipal board of health of its municipality or any member thereof to act as its representative in the administration of municipal cemeteries, and such organization or officer shall perform the duties thus imposed without extra compensation.

Administration by municipal boards of health. 1458—7

76. (SEC. 830.) Municipal councils may receive and hold grants, gifts, or bequests of property or money, and apply the same to the improvement or embellishment of municipal burial grounds or cemeteries or any part thereof, or for the erection, preservation, or removal of monuments, fences or other structure in or around said burial grounds or cemeteries, according to the terms of the grant, gift, or bequest. In cases where such grants, gifts, or bequests have been made without terms or conditions, they may be applied to such improvement of the municipal burial ground or cemetery as the council may deem advisable.

Grants or bequests. 1458—8

77. (SEC. 831.) Municipalities shall have authority to acquire land for the purpose of establishing or enlarging burial grounds or cemeteries by purchase, by lease, by the acceptance of gifts and bequests, or, when necessary, by condemnation by judicial proceedings in accordance with existing law.

Purchases or leases. 1458—9

Condemnation of land.

78. (SEC. 832.) Any burial ground, cemetery, or other place for the burial or interment of the dead, not a municipal cemetery, may be enlarged by obtaining a permit therefor in the manner prescribed in section eight hundred and thirty-four hereof. Land used for private burial grounds or cemeteries shall be exempt from taxation, attachment, or levy of execution. Municipal cemeteries may be enlarged or extended by the municipal council in the manner provided for their establishment in this chapter.

Private cemeteries. 1458—10

—enlargement.

—tax exemption.

Municipal cemeteries, enlargement.

79. (SEC. 833.) The Director of Health shall have authority to close any burial ground or cemetery, whether conducted by a municipality, society, corporation, church, or by any person or persons, whenever he shall determine that such cemetery is a menace to the public health. Any municipal council, with the approval of the Director of Health, may close any cemetery within the limits of the municipality over which it has jurisdiction, and may also cause the removal of such cemeteries when absolutely necessary: *Provided,* That no cemetery shall be removed without the approval of the Director of Health and of the Secretary of the Interior.

Closing of cemeteries. 1458—11

—proviso; approval.

80. (SEC. 834.) It shall be unlawful to establish, maintain, enlarge, or remove any burial ground or cemetery, until a permit

Permits for establishment, etc. 1458—12

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therefor, approved by the Director of Health, shall have been obtained.

—application. The application for such permit shall be transmitted by or through the municipal council of the municipality in which such burial ground or cemetery is to be established or is located and the municipal council shall make such indorsements thereon as it may deem proper before transmitting the same to the Director of Health.

Municipal councils shall forward all applications for the establishment, enlargement, or removal of burial grounds or cemeteries to the Director of Health within ten days after such applications are filed.

1458—13 Graves. **81.** (SEC. 835.) When practicable, graves shall be dug to a depth of at least five feet, so that there shall be at least three feet of earth covering bodies that have been inclosed in coffins, boxes, or other solid receptacles, and at least four feet of earth covering uncoffined bodies.

1458—14 Decisions of district health officers. **82.** (SEC. 836.) No decision or action of any district health officer or of any municipal board of health, except in case of emergency, affecting the question of burial grounds, cemeteries, or

—approval. disposal of the dead, shall be valid until the same is approved by the Director of Health.

1458—15 Certificate of death. **83.** (SEC. 837.) Except in cases of emergency, no dead body shall be buried without a certificate of death. If there has been a physician in attendance upon the deceased, it shall be the duty of the said physician to furnish the required certificate. If there has been no physician in attendance, it shall be the duty of a president of a municipal board of health or of any practicing physician duly registered as provided by law to furnish such certificate. Should no physician or medical officer be available, it shall be the duty of the president, the secretary, or of a councilor of the municipality to furnish the required certificate.

1458—16 —contents. **84.** (SEC. 838.) Death certificates shall contain the name of the deceased, age, sex, nationality, occupation, whether married or single, widowed or divorced, date of death, place of death, cause of death when known, duration of illness, residence of deceased, whether deceased was a permanent or transient resident of the municipality in which he shall have died, whether the deceased had medical attendance, and if so the length of such attendance, the name and address of the physician attending, and whether there are indications of violence or crime, and such other information as may be required for identification or statistical purposes.

—forwarded to secretary. The death certificate shall be forwarded by the person issuing it to the municipal secretary within forty-eight hours after death.

1458—17 1627—41 Violence or crime. **85.** (SEC. 839.) If the person who issues a death certificate has any reason to suspect or if he shall observe any indication of violence or crime, he shall at once notify the justice of the peace, if he be available, or if neither the justice of the peace nor the auxiliary justice be available, he shall notify the municipal

—investigation. president, who shall take proper steps to ascertain the circumstances and cause of death; and the corpse of such deceased person shall

Permission for interment. not be buried or interred until permission is obtained from the provincial fiscal, if he be available, and if he be not available, from the president of the municipality in which the death occurred.

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86. (SEC. 840.) Municipal secretaries in the capacity of secretaries of municipal boards of health, in places where such boards have been organized, or in places where there are no municipal boards of health, in the capacity of clerks to municipal councils, shall, upon the presentation of death certificates, issue permits for the burial or transfer of the dead and shall record on said certificates the place of interment and when practicable the number of the grave, and in cases of disinterment, in addition thereto, shall be noted the name of the cemetery and the number of the grave from which the body has been transferred. No permit shall be granted by any municipal secretary, or by any other person, to inter or disinter, bury or remove for burial, any human body or remains until a certificate of death, as hereinbefore required, shall have been filed: *Provided*, That when it is impossible to secure a death certificate in the form and manner hereinbefore provided, municipal secretaries may issue the same upon such data as may be obtainable.

Burial or transfer permits. 1458—18

—issuance.

—production of death certificate.

In case of the transfer of bodies or remains from one municipality to another municipality, a copy of the death certificate shall accompany the transfer permit.

Transfer of remains.

87. (SEC. 841.) No sexton, superintendent, or other person having charge of a burial ground or cemetery shall assist in, assent to, or allow any interment, disinterment, or cremation to be made until a permit from the municipal secretary, authorizing the same, has been presented.

Exhibition of permit to sexton. 1458—19

88. (SEC. 842.) Any permit for burial, interment, or cremation shall be null and void after a period of forty-eight hours has elapsed from the time of issue.

Except when required for the purpose of legal investigation or when specially authorized by local health authorities, no dead body shall remain unburied for a greater time than forty-eight hours after death.

Permits for burial, time limit. 1458—20

Whenever it has been certified or is known that any person died with a contagious, infectious, or communicable disease of a dangerous character, the body of such person shall be buried within twelve hours after death, unless otherwise directed by the local board of health.

Deaths from contagious diseases.

89. (SEC. 843.) Upon written request a special permit may be issued by a municipal board of health, or if there be no municipal board of health by a municipal secretary, for the conveyance of a dead body to sea for burial: *Provided*, That the body be transported in the manner prescribed by the municipal board of health and that the marine laws governing burials at sea are complied with: *And provided further*, That death is not due to a contagious, infectious, or communicable disease of a dangerous character.

Special permits for burials at sea. 1458—21

—transportation of body.

90. (SEC. 844.) The body of any person dead of infectious or contagious disease shall not be carried from place to place, except for the purpose of burial or cremation. It shall be the duty of the local health authorities to cause such body to be thoroughly disinfected before being prepared for burial, and the house, furniture, wearing apparel, and everything capable of conveying or spreading infection shall also be disinfected or destroyed by fire. The local board of health, if there be any, subject to the approval of the

Deaths from contagious diseases. 1458—22

—disinfection.

—conditions of burial.

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therefor, approved by the Director of Health, shall have been obtained.

—application. The application for such permit shall be transmitted by or through the municipal council of the municipality in which such burial ground or cemetery is to be established or is located and the municipal council shall make such indorsements thereon as it may deem proper before transmitting the same to the Director of Health.

Municipal councils shall forward all applications for the establishment, enlargement, or removal of burial grounds or cemeteries to the Director of Health within ten days after such applications are filed.

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—approval.

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1458—16 —contents. **84.** (SEC. 838.) Death certificates shall contain the name of the deceased, age, sex, nationality, occupation, whether married or single, widowed or divorced, date of death, place of death, cause of death when known, duration of illness, residence of deceased, whether deceased was a permanent or transient resident of the municipality in which he shall have died, whether the deceased had medical attendance, and if so the length of such attendance, the name and address of the physician attending, and whether there are indications of violence or crime, and such other information as may be required for identification or statistical purposes.

—forwarded to secretary. The death certificate shall be forwarded by the person issuing it to the municipal secretary within forty-eight hours after death.

1458—17 1627—41 Violence or crime. **85.** (SEC. 839.) If the person who issues a death certificate has any reason to suspect or if he shall observe any indication of violence or crime, he shall at once notify the justice of the peace, if he be available, or if neither the justice of the peace nor the auxiliary justice be available, he shall notify the municipal president, who shall take proper steps to ascertain the circumstances and cause of death; and the corpse of such deceased person shall not be buried or interred until permission is obtained from the provincial fiscal, if he be available, and if he be not available, from the president of the municipality in which the death occurred.

—investigation.

Permission for interment.

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86. (SEC. 840.) Municipal secretaries in the capacity of secretaries of municipal boards of health, in places where such boards have been organized, or in places where there are no municipal boards of health, in the capacity of clerks to municipal councils, shall, upon the presentation of death certificates, issue permits for the burial or transfer of the dead and shall record on said certificates the place of interment and when practicable the number of the grave, and in cases of disinterment, in addition thereto, shall be noted the name of the cemetery and the number of the grave from which the body has been transferred. No permit shall be granted by any municipal secretary, or by any other person, to inter or disinter, bury or remove for burial, any human body or remains until a certificate of death, as hereinbefore required, shall have been filed: *Provided*, That when it is impossible to secure a death certificate in the form and manner hereinbefore provided, municipal secretaries may issue the same upon such data as may be obtainable.

Burial or transfer permits. 1458—18

—issuance.

—production of death certificate.

In case of the transfer of bodies or remains from one municipality to another municipality, a copy of the death certificate shall accompany the transfer permit.

Transfer of remains.

87. (SEC. 841.) No sexton, superintendent, or other person having charge of a burial ground or cemetery shall assist in, assent to, or allow any interment, disinterment, or cremation to be made until a permit from the municipal secretary, authorizing the same, has been presented.

Exhibition of permit to sexton. 1458—19

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Permits for burial, time limit. 1458—20

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Special permits for burials at sea. 1458—21

—transportation of body.

90. (SEC. 844.) The body of any person dead of infectious or contagious disease shall not be carried from place to place, except for the purpose of burial or cremation. It shall be the duty of the local health authorities to cause such body to be thoroughly disinfected before being prepared for burial, and the house, furniture, wearing apparel, and everything capable of conveying or spreading infection shall also be disinfected or destroyed by fire. The local board of health, if there be any, subject to the approval of the

Deaths from contagious diseases. 1458—22

—disinfection.

—conditions of burial.

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Director of Health, shall prescribe the condition under which bodies dead with infectious, contagious, or communicable diseases of a dangerous character shall be buried or cremated, except as hereinafter provided.

1458—23 Deaths from noncontagious diseases. —disinterment permits.

91. (SEC. 845.) Permission to disinter or exhume the bodies or remains of persons who have died of noncontagious, noninfectious, or noncommunicable diseases, may be granted after such bodies have been buried for a period of three years. The body or remains of a deceased person, upon exhumation, shall be immediately disinfected and inclosed in a coffin, case, or box, securely fastened, and this coffin, case, or box shall be placed in an outside box which shall also be securely fastened. Special permits may be issued for the disinterment or exhumation of the remains of deceased persons who have died with noncontagious, noninfectious, or noncommunicable diseases, after a period of one and one-half years has elapsed from the date of burial, if it be found that the disinterment or exhumation of such remains will not be to the detriment of the public health: *Provided, however*, That special permits may be issued at any time for the disinterment or exhumation of remains of persons dying of noncontagious, noninfectious, or noncommunicable diseases that have been properly embalmed by an undertaker or embalmer, or for the transfer or removal of bodies that have been placed in a receiving vault awaiting transportation from the Philippine Islands. Boxes containing the bodies or remains shall be plainly marked with pasters showing the name of the deceased, place of death, cause of death, and the point to which they are to be shipped.

—proviso; special permits.

—marking of boxes.

1458—24 Deaths from contagious diseases. —exhumations.

92. (SEC. 846.) Bodies or remains of persons who have died with contagious, infectious, or communicable diseases of a dangerous character may be exhumed after a period of five years shall have elapsed: *Provided*, That such remains, after having been properly disinfected, shall be placed in a suitable and hermetically sealed container.

1458—25 Shipment of remains by sea. —regulations.

93. (SEC. 847.) No body or remains shall be shipped by sea, except under such conditions and regulations as may be prescribed by the United States Public Health and Marine-Hospital Service. Upon the outside box containing the body or remains of a deceased person intended for shipment by sea shall be securely tacked a card showing the name, age, nationality of the deceased person, the cause of death, and the destination of the remains. A copy of this card shall be supplied to the Chief Quarantine Officer of the Philippine Islands or to his authorized representative, and all regulations governing the shipment of bodies or remains of deceased persons shall be fully complied with.

1458—26 Overground tombs.

94. (SEC. 848.) The placing of the body of any deceased person in an unsealed overground tomb is prohibited, unless the coffin or casket containing the remains shall be permanently sealed.

Receiving vaults.

This provision shall not apply to tombs and vaults which are strictly receiving vaults for bodies or remains awaiting final disposition.

1458—27 Record of deaths.

95. (SEC. 849.) It shall be the duty of each local board of health to keep and maintain a full and complete record of deaths and it may require such reports, from the person or persons

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charged with the burial of the remains, as may be necessary for the purpose of keeping such record.

96. (SEC. 850.) All morgues, undertaking establishments, receiving vaults, and places for embalming the dead, and all burial grounds or cemeteries, crematories, or other places for the disposition of the dead, shall be subject at all hours to such inspection as the local health authorities or the Director of Health may deem advisable; and such institutions or establishments, whether public or private, shall be governed by sanitary regulations approved by the Director of Health. Morgues, undertaking establishments, etc. 1458—28 —inspection. —sanitary regulations.

97. (SEC. 851.) Except in cases of emergency, any person who shall bury or inter, or cause to be buried or interred, a dead body of any human being or any human remains in any place except in a burial ground or cemetery now or hereafter lawfully existing shall, upon conviction, be punished as hereinafter provided. Interments outside burial grounds. 1458—29

98. (SEC. 852.) Any person who wantonly or maliciously defaces, breaks, or destroys any tomb, ornament, or gravestone erected to any deceased person, or any memento or memorial, or any plant, tree, or shrub pertaining to places of burial of a dead body, or who shall wantonly or maliciously remove any fence, post, or wall of any burial ground or cemetery, shall, upon conviction, be punished as hereinafter provided. Desecrations. 1458—30

99. (SEC. 853.) The duty of burying the body of a deceased person shall devolve upon the persons hereinafter specified: Persons charged with duties of burial. 1458—31

(*a*) If the deceased was a married man or woman, the duty of burial shall devolve upon the surviving spouse if he or she possesses sufficient means to pay the necessary expenses. —surviving spouse.

(*b*) If the deceased was an unmarried man or woman, or a child, and left any kin, the duty of burial shall devolve upon the nearest of kin of the deceased, if they be adults and within the Philippine Islands and in possession of sufficient means to defray the necessary expenses. —nearest of kin.

(*c*) If the deceased left no spouse or kindred possessed of sufficient means to defray the necessary expenses, as provided in the two foregoing paragraphs, the duty of burial shall devolve upon the municipal authorities. —municipal authorities.

Nothing herein contained shall change the liability of the estate of the deceased for the ultimate payment of expenses, the purpose and intent of this section being to fix the immediate duty of burial and without respect to the ultimate liability for expense thereof. —liability of estates.

100. (SEC. 854.) Any person upon whom the immediate duty of burial of a dead body is imposed by law who omits to perfom that duty within forty-eight hours after death, having ability to do so, shall, upon conviction, be punished as hereinafter provided. —omissions of duty. 1458—32

101. (SEC. 855.) Any person charged by law with the duty of burying the body of a deceased person is entitled to the custody of such body for the purpose of burying it, except when an inquest is required by law for the purpose of determining the cause of death, and, in case of death with infectious, contagious, or communicable disease of a dangerous character, such body shall until buried remain in the custody of the local board of health, if there be one, or, if there be no local board of health, then in the custody of the municipal council. —custody of body. 1458—33 —inquests. —contagious diseases.

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1458—34 Public funerals.

102. (SEC. 856.) Except in times of epidemics, or in cases of death due to contagious, infectious, or communicable diseases of a dangerous character, the right to hold public funerals and to take the remains of the deceased person into churches or other places for this purpose shall not be abridged or interfered with: *Provided*, That such remains shall have been properly disinfected and inclosed in a substantial coffin of wood or metal, so as to prevent the escape of offensive gases or odors: *And provided further*, That such funerals shall be conducted in an orderly manner. In cases of epidemics recognized by the Director of Health and in cases of death due to contagious, infectious, or communicable diseases of a dangerous character, the bodies of such deceased persons shall not be taken to places of public assembly, nor shall any person be permitted to attend the funeral of such deceased person, except the adult members of the immediate family of the deceased, his nearest friends, not exceeding four, and other persons whose attendance is absolutely necessary. After the deceased shall have been buried for a period of one hour a public funeral may be held at the grave or in a place of public assembly or elsewhere.

—disinfection.

—contagious diseases.

—ceremonies at grave.

1458—35 Transportation of bodies by military authorities.

103. (SEC. 857.) Nothing in this chapter shall operate to interfere with the military authorities of the United States in transporting the bodies or remains of officers, soldiers, sailors, or civilian employees in the Army or Navy or other public service of the United States, or of their families, under Acts of Congress: *Provided*, That death was not due to cholera, bubonic plague, smallpox, yellow fever, or such other dangerous communicable diseases as the Director of Health may designate, in which case two years shall elapse before disinterment unless the bodies were cremated before burial; or to interfere with the transit of bodies of deceased officers, soldiers, sailors, or civilian employees of the Army or Navy or other public service of the United States, or of their families, in charge of military authorities, from place of death to the authorized burial places or embalming places or to any morgue or other place for receiving the dead.

—proviso; deaths due to communicable diseases.

1458—36 Rules and regulations.

104. (SEC. 858.) Subject to the approval of the Secretary of the Interior the Director of Health may make such rules and regulations as he may deem necessary for the purpose of carrying into effect the provisions of this chapter or for the purpose of meeting contingencies or emergencies as they arise, and upon any question affecting the maintenance of public health and the suppression and extermination of epidemics of contagious, infectious, or communicable diseases of a dangerous character, and the rules and regulations thus made and approved shall have the force and effect of law: *Provided*, That in the jurisdiction of the Moro Province such rules and regulations shall be made and submitted to the Secretary of the Interior by the governor of the Moro Province, and if approved by the Secretary of the Interior they shall have the force and effect of law within the Moro Province.

—proviso; Moro Province.

1458—37 Violations.

105. (SEC. 859.) Any person violating the provisions of any of the foregoing sections of this chapter or any part thereof shall, upon conviction, be punished by a fine not exceeding two hundred pesos or by imprisonment for six months, or both, for each offense, in the discretion of the court.

—penalty.

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106. (SEC. 860.) The body of any deceased person which is to be buried at public expense and which is unclaimed by relatives or friends for a period of forty-eight hours after death shall be subject to the disposition of the Bureau of Health, and, by order of the Director of Health, may be devoted to the purposes of medical science and to the advancement and promotion of medical knowledge and information, subject to such regulations as said Director of Health, with the approval of the Secretary of the Interior, may prescribe. The regulations of the Director of Health shall provide for the decent burial of the remains and for defraying the necessary expenses incident thereto.

Bodies of certain deceased persons used for medical purposes. 1677—1

—regulations by Director of Health.

107. (SEC. 861.) The making use of the body of any deceased person for scientific investigations, except for the purposes of an autopsy or as in this and the last preceding section provided, shall be punished by a fine not exceeding two hundred pesos or by imprisonment not exceeding six months, or by both such fine and imprisonment, in the discretion of the court.

Violation. 1677—2

—penalty.

CHAPTER 90.—*The practice of medicine and surgery.*

108. (SEC. 862.) The Director of Health shall appoint a Board of Medical Examiners for the Philippine Islands consisting of three physicians, who shall be graduates of a legally chartered and reputable medical college and shall hold the degree of doctor of medicine. They shall hold office for three years after their appointment and until their successors are appointed and qualified: *Provided,* That no member of the faculty of any school, college, or university where medicine or surgery is taught shall be eligible for appointment on said Board. Each person appointed to the Board shall qualify by taking and subscribing the following oath of office:

Board of medical examiners. 310—1

Terms of office.

Proviso.

Oath of office.

"I, ..., having been appointed a member of the Board of Medical Examiners for the Philippine Islands, do hereby solemnly swear that I am a graduate in good standing of the legally chartered medical college or university at ....., in the city of ....., that I will well and truly perform all the duties of said office, that I will faithfully account for all moneys coming into my hands as such officer, that I will bear true faith and allegiance to the Government of the United States, and that I take this oath without any mental reservation whatsoever; so help me God."

—form of.

The oath shall be recorded and filed in the office of the Bureau of Health. The Director of Health shall fill any vacancy which may occur on the Board within one month after the vacancy occurs, and may remove any member of said Board for continued neglect of duty, incompetency, or for unprofessional or dishonorable conduct.

—recording of.

Vacancies.

Removals.

109. (SEC. 863.) The Board of Medical Examiners shall appertain to the Department of the Interior, so far as executive action may be required in connection with it. It shall organize inmediately after the appointment of its members, and annually thereafter on the anniversary of its first organization, by electing from its members a president, who shall be its chief executive officer, and a secretary-treasurer. It shall procure and keep a

Executive control. 310—2

Organization of Board.

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Seal. seal with which to attest its official acts. The members of the Board, except the secretary-treasurer, shall receive as compensation the sum of five pesos each for each candidate examined for registration as doctor or licentiate of medicine, and two pesos each for each candidate examined for registration as undergraduate of medicine or midwife. The secretary-treasurer shall receive compensation at the rate of four hundred pesos per annum, one-half of which amount shall be paid on the thirtieth of June and one-half on the thirty-first of December of each year. The amounts due the members of the Board of Medical Examiners for compensation shall be paid from Insular funds and disbursed out of the appropriation for the Bureau of Health. The secretary-treasurer shall execute a bond for one thousand pesos with good and sufficient sureties, which shall be approved by the Insular Auditor, conditioned that he will pay to the Insular Treasurer all moneys received by him as treasurer, and that he will faithfully discharge all the duties of his office. He shall keep a record of the proceedings of the Board and a register of all persons to whom certificates of registration as doctors of medicine, licentiates of medicine, undergraduates in medicine, or midwives have been granted under the provisions of this chapter, setting forth the name, age, sex, and place of business of each, his post-office address, the name of the medical college or university from which he graduated or in which he has studied, if any, and the date of such graduation or term of study, together with the time spent in the study of medicine elsewhere, if any, and the names and locations of all institutions which have granted to him degrees or certificates of clinics or lectures in medicine and surgery, and all other degrees granted to him from institutions of learning.

Compensation of members.

—payment of.

Secretary-treasurer.

—bond of.

—duties of.

310—3 Meetings of Board. **110.** (SEC. 864.) The Board of Medical Examiners shall meet in the city of Manila, for the purpose of examining candidates desiring to practice medicine in the Philippine Islands, on the second Tuesdays of January, April, July, and October of each year after giving thirty days' written or printed notice of such meeting to each candidate who has filed his name and address with the secretary-treasurer of the Board. The Board of Medical Examiners shall issue a certificate of registration to any person who furnishes satisfactory proof of having received a diploma as doctor of medicine from a chartered medical school or college in good standing or a degree as licentiate of medicine and surgery from the Saint Thomas University in the city of Manila, or who has received permission to appear before a medical board for examination with a view to obtaining a license to practice medicine, in accordance with the provisions of Special Order of the Military Governor Number Six, issued February twenty-fifth, nineteen hundred, and Circular Order Number Five, same authority, issued April first, nineteen hundred, and who shall pass a successful examination before the Board as hereinafter described.

Certificates of registration.

Forms of certificates. The Board shall issue four forms of certificates of registration to persons who have been examined and favorably passed upon by the Board: One, for persons holding the degree of doctor of medicine; another, for persons holding the degree of licentiate of medicine; a third, for undergraduates in medicine, or "cirujanos

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ministrantes;" and a fourth, for midwives. Each certificate shall be signed by a majority of the members of the Board. The secretary-treasurer of the Board shall collect a fee of thirty pesos for each certificate of registration as doctor or licentiate of medicine, and a fee of ten pesos for each certificate of registration as "cirujano ministrante," or as midwife, issued by the Board. Fees for certificates.

111. (SEC. 865.) The Board shall, on or before the thirtieth of June of each year, make a report to the Secretary of the Interior of its proceedings during the past year and of all moneys received and disbursed by it within that period. Reports of Board. 310—4

112. (SEC. 866.) It shall be unlawful for any person to practice medicine, surgery, or midwifery in any of its branches in the Philippine Islands unless he holds a certificate of registration from the Board of Medical Examiners or has otherwise complied with the provisions of this chapter: *Provided*, That any person who has passed the requisite examination before a board of examiners convened pursuant to Special Orders Number Six, office of the United States Military Government in the Philippine Islands, dated February twenty-fifth, nineteen hundred, and Circular Number Five, same authority, dated April first, nineteen hundred, shall not be required to undergo another examination, but shall be entitled to be registered and to receive a certificate of registration as a licentiate of medicine. The fee for such certificate shall be twenty pesos: *Provided further*, That any person who has studied medicine in the Saint Thomas University of the city of Manila for a period of not less than two years, and has received the title of "cirujano ministrante" from said university, may be registered to practice medicine in remote towns of a province where no civilian doctor of medicine or licentiate of medicine is available, upon passing a satisfactory examination before the district health officer for the province in which he desires to practice and paying to its provincial treasurer a fee of ten pesos for a certificate of registration, which shall thereupon be issued to him by the district health officer. Unlawful practice. 310—5

Proviso; second examination not required.

—certificate in such cases. Fee.

Proviso: St. Thomas University.

"Cirujano ministrante."

—fee for certificate to.

113. (SEC. 867.) Every person hereafter desiring to begin the practice of medicine or surgery in the Philippine Islands shall apply to the Board of Medical Examiners for a certificate of registration as doctor of medicine, and such applicant shall submit to an examination in the following branches, to wit: Anatomy, physiology, chemistry, materia medica and therapeutics, pathology and bacteriology, hygiene, surgery, practice of medicine, obstetrics, diseases of women and children, diseases of the nervous system, diseases of the eye and ear, medical jurisprudence; and shall present a diploma of doctor of medicine from a medical school or college recognized as reputable by the Bureau of Health. Examinations may be written or oral, or both. In case any applicant shall fail to pass a satisfactory examination, he shall not be permitted again to present himself for examination until a period of six months has elapsed. Practice of medicine or surgery. 310—6

Application and examination.

Diploma to be presented.

Examinations, oral or written.

Failures to pass.

114. (SEC. 868.) Every person holding a certificate of registration from the Board of Medical Examiners shall have it recorded in the office of the registrar of deeds in the province or provinces within which he may desire to practice, or in the city Recording certificates. 310—7

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—obligatory before practicing.

of Manila, as the case may be, before engaging in the practice of medicine, surgery, or midwifery, and until such certificate is so recorded, the holder thereof shall not exercise any of the privileges to practice medicine conferred therein. The holder of the certificate shall pay the registrar the usual fees for recording such certificate.

Recording fees.

310—8 Refusing certificates.

115. (SEC. 869.) The Board of Medical Examiners may refuse to issue any of the certificates provided for in this chapter to an individual convicted by a court of competent jurisdiction of any offense involving immoral or dishonorable conduct. In case of such refusal, the reason therefor shall be stated to the applicant in writing. The Board may also revoke any such certificate for like cause, or for unprofessional conduct, after due notice to the person holding the certificate, and a hearing, subject to an appeal to the Director of Health, whose decision shall be final.

Revocations.

Appeal from revocation.

310—9 Practicing medicine, defined.

116. (SEC. 870.) Any person shall be regarded as practicing medicine within the meaning of this chapter who shall treat, operate upon, prescribe, or advise for any physical ailment of another for a fee, or who shall represent himself by means of signs, cards, advertisements, or otherwise as a physician or surgeon; but nothing in this chapter shall be construed to prohibit the rendering of services in cases of emergency or the administration of family remedies, or to apply to medical officers of the United States Army, the United States Navy, or the United States Public Health and Marine-Hospital Service, or to physicians and surgeons from other countries, provinces, or cities called in consultation, or to actual medical students practicing medicine under the direct supervision of a preceptor who is a registered doctor of medicine.

Exceptions.

310—10 Practicing without certificate.

117. (SEC. 871.) Any person pfacticing medicine or surgery within the Philippine Islands without first having obtained the certificate of registration herein provided for, or otherwise contrary to the provisions of this chapter, shall, upon conviction, be punished by a fine of not more than three hundred pesos, or by imprisonment for not more than ninety days, or both, in the discretion of the court.

Penalty.

310—11 Obstetrics, practice, certificate, midwifery.

118. (SEC. 872.) Any person desiring to practice obstetrics in the Philippine Islands shall be entitled to receive from the Board of Medical Examiners a certificate of registration as midwife upon passing a satisfactory examination and paying to the secretary-treasurer of the Board a fee of ten pesos. The examination shall be of such a character as to determine the qualifications of the applicant for the practice of midwifery. Any person practicing midwifery in the Philippine Islands without first having obtained the certificate of registration herein provided for, or otherwise contrary to the provisions of this chapter, shall, upon conviction, be punished by a fine of not more than one hundred pesos for each offense: *Provided*, That this section shall not be construed to prevent a doctor of medicine or licentiate of medicine, who holds a certificate of registration as such, from practicing obstetrics, or to prohibit the gratuitous rendering of obstetrical services by a friend or member of the family of the patient, or to prohibit the rendering of obstetrical services by

Examination and fee.

Practicing without certificate.

Penalty.

Proviso; exceptions.

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any person in a case of emergency, nor shall it apply to persons practicing midwifery in municipalities where there are no licensed practitioners. Emergencies, etc.

119. (SEC. 873.) No person shall in any way advertise as a doctor of medicine, physician, or surgeon, or prefix or append the letters "Dr.," "M. D.," or "M. B." to his name, who has not had duly conferred upon him, by diploma or degree from some college, school, or board of examiners legally empowered to confer the same, the right to assume said title; nor shall any person assume any title or prefix or append any letters to his name with the intent to represent falsely that he has received a medical degree or license or certificate of registration. Any person violating this provision shall, upon conviction, be subject to a fine of not more than two hundred pesos or to imprisonment for not more than ninety days. Advertisement and use of title. 310—12 —unlawfully. Penalty.

120. (SEC. 874.) Any graduate of the Philippine Medical School who shall receive therefrom the degree of doctor of medicine shall, upon presenting his diploma from said school to the Board of Medical Examiners for the Philippine Islands, be entitled to receive from said Board, and said Board shall issue to him without examination, a certificate of registration, and upon duly recording the same in the office of the register of deeds in the province or provinces within which he may practice, or in the city of Manila, as the case may be, he shall be entitled to practice medicine and surgery in the Philippine Islands. Graduates of Philippine Medical School; practice of. 1651—1

121. (SEC. 875.) Persons practicing medicine or surgery in the Philippine Islands under the terms of the last preceding section shall, in all other respects, be subject to the provisions and liable to the penalties prescribed in the preceding sections of this chapter. Penalties. 163—22

122. (SEC. 876.) Any graduate of a school of medicine or of a school of pharmacy in the Philippine Islands who shall receive therefrom the degree of doctor of medicine or of licentiate of pharmacy shall, upon presenting his diploma from said school to the Board of Medical Examiners for the Philippine Islands or to the Board of Pharmaceutical Examiners, as the case may be, be entitled to receive from the proper board, and the proper board shall issue to him, without examination, a certificate of registration, entitling him to practice medicine and surgery or pharmacy, and upon duly recording the same in the office of the register of deeds in the province or provinces within which he may intend to practice, or in the city of Manila, he shall be entitled to practice medicine and surgery or pharmacy, as the case may be, in the Philippine Islands: *Provided, however*, That such school of medicine or pharmacy, as aforesaid, shall have been duly incorporated as a university, college, or school in accordance with chapter three hundred and twenty-seven hereof, and shall also previous to the matriculation of said graduate in such school of medicine or pharmacy, as the case may be, have been empowered in writing by the Secretary of Public Instruction, under such terms and conditions as he may prescribe, to grant diplomas and confer degrees in medicine and pharmacy pursuant to section thirty-six hundred and eighty-one hereof: *And provided further*, That such school or Graduates in medicine and pharmacy of certain schools; practice. 1651—1 —no examination. Proviso; incorporation of school. —conditions prescribed.

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schools shall, in the judgment of the board of control of the Philippine Medical School, have brought its instruction in medicine and surgery or pharmacy to the standards prescribed for obtaining the degree of doctor of medicine in said Philippine Medical School, or to the standards of instruction fixed by said board of control for granting the degree of licentiate of pharmacy, as the case may be: *And provided further*, That the board of control of the Philippine Medical School shall have been permitted, directly or through its agents, to make such inspections of the curriculum, text-books, laboratory work, methods of instruction, and student work of any such school of medicine or pharmacy, and to exercise such general supervision over the examinations given in such schools as to said board of control may seem necessary and proper to carry out the purposes of this section.

—standard of instruction.

—inspection.

1651—2 Penalties.

123. (SEC. 877.) Persons practicing medicine and surgery or pharmacy in the Philippine Islands under the terms of the last preceding section shall, in all other respects, be subject to the provisions and liable to the penalties prescribed in this chapter, or in the next succeeding chapter, as the case may be.

CHAPTER 91.—*The practice of pharmacy.*

597—1 Board of Pharmaceutical Examiners, appointment.

124. (SEC. 878.) The Director of Health shall appoint a Board of Pharmaceutical Examiners consisting of three qualified pharmacists who shall be citizens of the United States or citizens of the Philippine Islands, and who shall be graduates in good standing of legally chartered and reputable schools of pharmacy, and who shall have had five consecutive years of practical experience in compounding and dispensing physicians' prescriptions and shall have been actively engaged in the drug business. They shall hold office for three years after their appointment and until their successors are appointed and qualified: *Provided*, That no member of the faculty of any school, college, or university where pharmacy is taught shall be eligible for appointment on said Board.

Proviso; ineligibility.

Oath of office.

Each person appointed to the Board shall qualify by taking and subscribing to the following oath of office:

—form of.

"I, ..., having been appointed a member of the Board of Pharmaceutical Examiners for the Philippine Islands, do hereby solemnly swear that I am a graduate in good standing of the ..... at ..... in the city of....., that I will well and truly perform all the duties of said office, that I will faithfully account for all moneys coming into my hands as such officer, that I will bear true faith and allegiance to the Government of the United States, and that I take this oath without any mental reservation whatever. So help me God."

—record and filing.

The oath shall be recorded and filed in the office of the Bureau of Health.

Vacancies.

The Director of Health shall fill any vacancy that may occur in the Board within one month after the vacancy occurs. The person so appointed to fill a vacancy shall hold office only for the unexpired term of the member whose place he is appointed to fill.

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The Director of Health may remove any member of said Board for continued neglect of duty or incompetency, or for unprofessional or dishonorable conduct. Removals.

125. (SEC. 879.) The Board of Pharmaceutical Examiners shall appertain to the Department of the Interior so far as executive action may be required in connection with it. It shall organize immediately after the appointment of its members, and annually thereafter on the anniversary of its first organization, by electing from its members a president, who shall be its chief executive officer, and a secretary-treasurer. It shall procure and keep a seal with which to attest its official acts. The members of the Board, except the secretary-treasurer, shall receive as compensation the sum of four pesos each for each candidate examined for registration as pharmacist and three pesos each for each candidate examined for registration as second-class pharmacist (practicante de farmacia). The secretary-treasurer shall receive compensation at the rate of three hundred pesos per year, one-half of which amount shall be paid on the thirtieth of June and one-half on the thirty-first of December of each year. The amounts due the members of the Board of Pharmaceutical Examiners shall be paid from Insular funds and disbursed out of the appropriation for the Bureau of Health. The secretary-treasurer shall execute a bond of one thousand pesos, with good and sufficient sureties, which shall be approved by the Insular Auditor, conditioned that he will pay to the Insular Treasurer all moneys received by him as treasurer, and that he will faithfully discharge all the duties of his office. He shall keep a record of the proceedings of the Board and a register of all persons to whom certificates of registration as pharmacist, second-class pharmacist (practicante de farmacia), registered apprentices in pharmacy, or Chinese druggists have been granted under the provisions of this chapter, setting forth the name, age, sex, and place of business of each, his post-office address, the name of the pharmaceutical school, college, or university from which he graduated, or in which he has studied pharmacy, if any, and the date of such graduation or length and date of such term of study together with the time spent in the study of pharmacy elsewhere, if any, and the names and locations of all institutions which have granted to him degrees or certificates of lectures in pharmacy, and all other degrees granted to him from institutions of learning.

Board subject to executive action of Department of Interior. Organization. 597—2
Seal.
Compensation.
—payment of.
Secretary-treasurer.
—bond.
—records kept by.

126. (SEC. 880.) The Board of Pharmaceutical Examiners shall meet in the city of Manila, for the purpose of examining candidates desiring to practice pharmacy in the Philippine Islands, on the first Tuesday of July and January of each year, after giving thirty days' written or printed notice of such meeting to each candidate who has filed his name and address with the secretary-treasurer of the Board, and after publishing such notice in Manila in one newspaper published in the English language and one newspaper published in the Spanish language, at least once per week for a like period. The Board shall issue four forms of certificates of registration, as follows:

Meetings of board, examinations. 597—3

(a) A certificate as registered pharmacist to any person of twenty-one or more years of age, of good habits and moral

Certificates.
—first-class.

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character, holding a degree or diploma as doctor or licentiate from a reputable and well-known school, who has had at least four years of practical experience in some place where drugs, medicines, and poisons were dispensed and sold at retail, and the prescriptions of physicians compounded, and who has been examined and favorably passed upon by the Board, which certificate shall be signed by a majority of the members of the Board.

—second-class. (*b*) A certificate as registered pharmacist of the second class (practicante de farmacia) to any person twenty-one or more years of age, of good habits and moral character, who has had at least three years of practical experience in some place where drugs, medicines, and poisons were dispensed and sold at retail, and where physicians' prescriptions were compounded, and who has been examined and favorably passed upon by the Board, which certificate shall be signed by a majority of the members of the Board.

—apprentices. (*c*) A certificate as apprentice in pharmacy to any person of good habits and moral character reported by a registered pharmacist, or registered pharmacist of the second class (practicante de farmacia), as having been taken into his employ as a student of pharmacy or an apprentice for the purpose of becoming a pharmacist.

—Chinese druggist. (*d*) A certificate as Chinese druggist to any person twenty-one or more years of age and of good habits and moral character who shall submit to the Board of Pharmaceutical Examiners a certificate from the Chinese consul at Manila that he is competent and qualified to conduct a Chinese drug store in accordance with the laws and customs of the Chinese Empire, together with such other evidence as to his fitness to conduct such a store as the Board may require.

597—4 Second-class pharmacists, taxes. **127.** (SEC. 881.) Hereafter second-class pharmacists (practicantes de farmacia) shall pay the same industrial taxes as registered pharmacists, anything in the laws, decrees, and orders now fixing industrial taxes to the contrary notwithstanding.

597—5 Fees. **128.** (SEC. 882.) The secretary-treasurer of the Board shall collect a fee of twenty pesos for each certificate of registration as pharmacist or second-class pharmacist (practicante de farmacia): a fee of twenty pesos for each certificate of registration as Chinese druggist; and a fee of two pesos for each certificate of registration as apprentice in pharmacy.

597—6 Reports. **129.** (SEC. 883.) The Board shall, on or before the thirtieth of June of each year, make a report to the Secretary of the Interior of its proceedings during the past year, and of all moneys received and disbursed by it within that period.

597—7 Practice without certificate unlawful, when. **130.** (SEC. 884.) It shall be unlawful for any person to practice pharmacy in any of its branches in the Philippine Islands without a certificate of registration from the Board of Pharmaceutical Examiners.

597—8 Holders of certificates from Provost-Marshal-General. **131.** (SEC. 885.) Any person who holds a certificate of registration in accordance with the provisions of Ordinance Numbered Twelve, headquarters Provost-Marshal-General, city of Manila, and shall make application to the Board of Pharmaceutical Examiners, shall be granted a certificate of registration as registered pharmacist or second-class pharmacist (practicante de farmacia) by said Board without further examination on the payment of the

—new certificates to, fees.

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required fee for registration less the amount of the fee already paid by him for his certificate of registration in accordance with the provisions of said ordinance.

132. (SEC. 886.) Any person who, prior to the ratification of the treaty of Paris, had received the degree of licentiate in pharmacy from the University of Santo Tomas in the city of Manila, and who shall make application to the Board of Pharmaceutical Examiners, shall be granted a certificate of registration as pharmacist by the Board without further examination on payment of the required fee for registration. University of Santo Tomas, licentiates. 597—9 —certificates to, fees for.

133. (SEC. 887.) Any person who, prior to the ratification of the treaty of Paris, had received the title of "practicante de farmacia" from the University of Santo Tomas of the city of Manila, and who shall make application to the Board of Pharmaceutical Examiners, shall be granted a certificate as second-class pharmacist (practicante de farmacia) by the Board, without further examination, on payment of the required fee for registration. University of Santo Tomas, "practicantes de farmacia." 597—10 —certificates to, fees.

134. (SEC. 888.) Any person shall be regarded as practicing pharmacy within the meaning of this chapter who shall for a fee, salary, or other reward paid to himself or to another person, prepare, distribute, or sell any medicine, drug, pharmaceutical preparation, doctor's or veterinarian's prescription; but this provision shall not apply to students carrying on laboratory work in pharmacy in any legally chartered pharmaceutical school, nor to persons selling chemical products for industrial purposes, nor to persons selling minero-medicinal waters in bottles. Practice of pharmacy defined. 597—12

135. (SEC. 889.) Any two members of the Board may issue a temporary certificate of registration as pharmacist or second-class pharmacist (practicante de farmacia) to any applicant upon presentation by such applicant of satisfactory evidence that he possesses the necessary qualifications to practice pharmacy, such certificate to remain in force only until the next regular meeting of the Board, at which time the person to whom it has been issued shall report for examination. Temporary certificates of registration shall be granted only when the Board is not in session or will not meet within thirty days. In no case shall a temporary certificate of registration be renewed or extended; nor shall two temporary certificates of registration be granted to any person. The fee for temporary registration as registered pharmacist or as second-class pharmacist (practicante de farmacia) shall be ten pesos. Each applicant for temporary registration as registered pharmacist or as second-class pharmacist (practicante de farmacia) shall deposit with the secretary-treasurer of the Board an additional sum of ten pesos to complete the payment of the fee for a regular certificate. He shall also file with the secretary-treasurer of the Board an affidavit to the effect that it is his intention to appear at the next regular meeting of the Board and to submit to an examination with a view to obtaining a permanent certificate. Should he appear and pass a satisfactory examination, a permanent certificate shall be granted to him without additional charge, but should he fail to appear or to pass a satisfactory examination the money paid by him shall not be returned to him, but shall be paid to the Insular Treasurer. Temporary certificates. 597—13 —not renewable. —fees. —deposit. —affidavit by holder of. —examination of holders of.

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597—14 Refusal to issue certificate.

136. (SEC. 890.) The Board of Pharmaceutical Examiners shall refuse to issue any of the certificates provided for in this chapter to any person convicted by a court of competent jurisdiction of any criminal offense, or to any person guilty of immoral or dishonest conduct, or to any person of unsound mind; and, in the event of such refusal, shall give to the applicant a written statement setting forth its reason for such action, which statement shall be incorporated in the record of the Board. The Board may revoke a certificate for like cause, or for unprofessional conduct, after due notice to the person interested, and a hearing, subject to an appeal to the Director of Health, whose decision shall be final.

Revocations.

597—15 Practitioners must display their names and certificates.

137. (SEC. 891.) Every practitioner of pharmacy shall display, in a conspicuous place upon the house or office where he practices, his full name, and he shall further display his certificate of registration in his office in plain sight of all who enter such office. Any person violating this provision shall, upon conviction, be punished by a fine of not less than fifty nor more than two hundred pesos for each offense. Any owner, proprietor, or manager of a pharmacy or drug store who shall fail to cause to be displayed as provided in this section the registration certificate of each person practicing pharmacy therein shall, upon conviction, be punished by a like fine.

—penalty for failure.

1921 Applications for certificates.

138. (SEC. 16.) Every person desiring to begin the practice of pharmacy in the Philippine Islands after the passage of this Act shall apply to the Board of Pharmaceutical Examiners for a certificate of registration as registered pharmacist, but no certificate as second-class pharmacist (practicante de farmacia) shall be issued to any such person by the Board. Each applicant shall submit to an examination in the following subjects: General chemistry, organic and inorganic, as applied to pharmacy; physics as applied to pharmacy; botany; pharmacology; pharmacognosy; qualitative analytical chemistry and its special application to the analysis of medicaments and food stuffs; quantitative analytical chemistry; elementary toxicology and toxicological analysis and microscopy; practical pharmaceutical preparations and compounding of prescriptions. For each such certificate the secretary-treasurer of the Board shall collect a fee of twenty pesos, and the Board of Pharmaceutical Examiners shall issue a certificate of registration as registered pharmacist, to each applicant who passes a satisfactory examination in these subjects, and who submits satisfactory proof that he is over twenty-one years of age, that he has followed the above-mentioned courses and been examined therein in a legally chartered school, college, or university in which the said subjects or pharmaceutical studies generally are taught, that he is of good reputation, and has had at least two years of practical experience in some place where the prescriptions of physicians were compounded and drugs, medicines, and poisons were dispensed and sold at retail: *Provided*, That any person who has heretofore been admitted to examination before the Board of Pharmaceutical Examiners, under the conditions prescribed in this Act, may hereafter present himself for examination without complying with the conditions required by

Second-class pharmacist.

Examinations, subjects.

Proviso; previous examination.

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this section: *Provided, also,* That from and after July first, nineteen hundred and thirteen, every person presenting himself for examination who has followed the above-mentioned courses in a legally chartered school, college, or university of the Philippine Islands in which the said subjects or pharmaceutical studies generally are taught, in addition to the requirements hereinbefore set forth, shall submit satisfactory evidence that he has followed and has been examined in the studies preliminary to the study of pharmacy in a school, college, or university approved by the Secretary of Public Instruction. Proviso; experience in lieu of examination.

139. (SEC. 17.) Every registered pharmacist or second-class pharmacist shall be responsible for the quality of all drugs, chemicals, medicines, and poisons he may sell or keep for sale; and it shall be unlawful for him to manufacture, prepare, sell, or administer any prescription, drug, chemical, medicine, or poison under any fraudulent name, direction, or pretense, or to adulterate any drug, chemical, medicine, or poison so used, sold, or offered for sale. Any drug, chemical, medicine, or poison shall be held to be adulterated or deteriorated within the meaning of this Act if it differs from the standard of quality or purity given in the United States Pharmacopœia. Any person violating the provisions of this Act shall, upon conviction, be punished by a fine of not more than one thousand pesos. It shall likewise be unlawful to compound or dispense physicians' or veterinarians' prescriptions, recipes or formulas which are written in cipher or in which there are employed unusual names of drugs which differ from the names ordinarily used for such drugs in standard pharmacopœias or formularies. Responsibility of practitioners, quality of drugs, etc. 1921

Any person violating this provision shall be punished by a fine of not more than one thousand pesos and in case of a recurrence of the offense the Board of Examiners may, upon conviction of the offender, revoke his certificate of registration in accordance with the provisions of section fourteen of this Act. Penalty.

140. (SEC. 894.) Every owner or proprietor of a pharmacy or drug store shall— Owners or proprietors, duties. 597—18

(*a*) Provide a seal containing an inscription giving the name of the pharmacy or drug store, and shall affix the same to every prescription, box, bottle, or other package containing medicine sold in said pharmacy or drug store. He shall further label all medicines, except patent, proprietary, or other secret medicines or drugs, so as to designate their ingredients by name, or by the number of the prescription and the name of the physician writing it. Seals and labels.

(*b*) Provide a cabinet in which shall be kept all violent poisons enumerated in the next succeeding section, and cause said cabinet to be locked when not in use. Poisons.

(*c*) Preserve in a book kept for that purpose consecutively numbered copies of all prescriptions filled. Records.

141. (SEC. 895.) Every person who dispenses, sells, or delivers any of the following violent poisons, to wit, arsenic, arsenical solutions, phosphorus, corrosive sublimate, cyanide of potassium or other cyanide, atropine, cocaine, morphine, strychnine, or any of their salts, and all other poisonous vegetable alkaloids or any —special, as to poisons. 597—19

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of their salts, hydrocyanic acid, prussic acid, oil of bitter almonds containing hydrocyanic or prussic acid, oil of mirbane (nitrobenzene), opium and its preparations, except paregoric and such others as contain less than four hundred and fifty milligrams of opium per one hundred cubic centimeters (two grains to the ounce), shall make or cause to be made in a book kept for the purpose of recording the sale of such poisons an entry stating the date of each sale and the name and address of the purchaser, the name and quantity of the poison sold, and the purpose for which it was claimed to be purchased, before delivering it to the purchaser. He shall not deliver any such poison to any person without satisfying himself that such person is aware of its poisonous character, and that the poison is to be used for a legitimate purpose, and he shall affix to every box, bottle, or other package containing any dangerous or poisonous drug, a label of red paper upon which shall be printed in large black letters the word "poison," and a vignette representing a skull and bones, before delivering it to any person. Books kept for the purpose of recording the sale of poisons shall be open at all times to the inspection of the Board of Pharmaceutical Examiners, and of health officers or officers of the law, and every such book shall be preserved for at least five years after the last entry in it has been made.

Delivery of poisonous drugs.

Red label.

597—20 Preparations destructive of human life.

142. (SEC. 896.) Every person who dispenses, sells, or delivers any aconite, belladonna, cantharides, colchicum, conium, cotton root, digitalis, ergot, hellebore, henbane, phytolaca, strophantus, oil of tansy, veratrum viride, or their pharmaceutical preparations, carbolic acid (phenol), chloral hydrate, chloroform, creosote, croton oil, mineral acids, oxalic acid, paris green, salts of lead, salts of zinc, tartar emetic, white hellebore, or any drug, chemical, or preparation which according to standard works of medicine or materia medica is liable to be destructive to human adult life in quantities of four grams (sixty grains) or less, without the prescription of a physician, shall label the receptacles containing them as is provided for poisons in the last preceding section, but shall not be required to register the same.

Label.

Poisons upon physicians' prescriptions.

Nothing in this section shall be construed as applying to the dispensing of medicines, drugs, or poisons on physicians' prescriptions, but no prescription the prescribed dose of which contains a dangerous quantity of poison shall be filled without first consulting the prescribing physician and verifying the prescription.

Violations, penalty.

Any person violating the provisions of this or the preceding section shall, upon conviction, be punished by a fine of not more than one thousand pesos, or by imprisonment for not more than ninety days, or both, in the discretion of the court.

597—21 Second-class pharmacist.

—sign.

143. (SEC. 897.) Every person registered as second-class pharmacist (practicante de farmacia) shall display conspicuously upon the outside of his place of business a sign on which shall appear his name, followed by the words "second-class pharmacist (practicante de farmacia)."

597—22 Chinese druggists.

144. (SEC. 898.) Persons holding certificates of registration as Chinese druggists only shall not sell drugs or medicines to others than Chinese.

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145. (SEC. 899.) Except as to the labeling of poisons, this chapter shall not apply to registered physicians putting up their own prescriptions or dispensing medicines to their patients; nor to persons selling drugs, medicines, chemicals, or poisons at wholesale only; nor to persons selling nonpoisonous domestic remedies usually sold by grocers or merchants. Registered physicians. 597—23 Grocers and merchants.

CHAPTER 92.—*The practice of dentistry.*

146. (SEC. 900.) The Director of Health shall appoint a Board of Dental Examiners for the Philippine Islands, consisting of three reputable practitioners of dental surgery, who shall be graduates in good standing of legally incorporated dental educational institutions recognized by the National Association of Dental Faculties and the National Association of Dental Examiners of the United States of America. They shall hold office for three years after their appointment, and until their successors are appointed and qualified: *Provided*, That no member of the faculty of any school, college, or university in which dentistry is taught shall be eligible for appointment on said Board. Each person appointed to the Board shall qualify by taking and subscribing the following oath of office: Board of Dental Examiners, appointment. Term of office. Proviso; ineligibility. Oath of office.

"I, ..., having been appointed a member of the Board of Dental Examiners for the Philippine Islands, do hereby solemnly swear that I am a graduate in good standing of the ..... at ..... in the city of ....., that I will well and truly perform all the duties of said office, that I will faithfully account for all moneys coming into my hands as such officer, that I will bear true faith and allegiance to the Government of the United States, and that I take this oath without any mental reservation whatsoever. So help me God." —form of.

The oath shall be filed and recorded in the office of the Bureau of Health. —record and filing.

The Director of Health shall fill any vacancy that may occur in the Board within one month after the vacancy occurs. The person so appointed to fill a vacancy shall hold office only for the unexpired term of the member whose place he is appointed to fill. Vacancies.

The Director of Health may remove any member of said Board for continued neglect of duty or incompetency, or for unprofessional or dishonorable conduct. Removals.

147. (SEC. 901.) The Board of Dental Examiners shall appertain to the Department of the Interior, so far as executive action may be required in connection with it. It shall organize immediately after the appointment of its members, and annually thereafter on the anniversary of its first organization, by electing from its members a president, who shall be its chief executive officer, and a secretary-treasurer. It shall procure and keep a seal with which to attest its official acts. The members of the Board, except the secretary-treasurer, shall receive as compensation the sum of five pesos each for each candidate examined for registration as doctor of dental surgery, and four pesos for each Board subject to executive action of Department of Interior. 593—2 Organization. Seal. Compensation.

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person examined for registration as cirujano ministrante. The secretary-treasurer shall receive compensation at the rate of three hundred pesos per year, one-half of which amount shall be paid on the thirtieth of June and one-half on the thirty-first of December of each year. The amounts due the members of the Board of Examiners for compensation shall be paid from Insular funds and disbursed out of the appropriation for the Bureau of Health.

—payment of.

Secretary-treasurer.

The secretary-treasurer shall execute a bond for one thousand pesos, with good and sufficient sureties, which shall be approved by the Insular Auditor, conditioned that he will pay to the Insular Treasurer all moneys received by him as treasurer, and that he will faithfully discharge all the duties of his office. He shall keep a record of the proceedings of the Board, and a register of all persons to whom certificates of registration as dental surgeons or undergraduates in dentistry have been granted under the provisions of this chapter, setting forth the name, age, sex, and place of business of each, his post-office address, the name of the dental educational institution from which he graduated or in which he has studied, and the date of such graduation or term of study, together with the time spent by him in the study of dentistry, and the names and locations of all other institutions which have granted to him degrees or certificates of clinics or lectures in dentistry, medicine, or surgery.

—bond.

—records kept by.

593—3 Meetings of Board, examinations.

148. (SEC. 902.) The Board of Dental Examiners shall meet in the city of Manila for the purpose of examining candidates desiring to practice dentistry in the Philippine Islands on the first Tuesdays of January and July of each year, after giving thirty days' written or printed notice of such meeting to each candidate who has filed his name and address with the secretary-treasurer of the Board, and after publishing such notice in one newspaper published in the English language and one newspaper published in the Spanish language at Manila at least once per week for a like period. The Board of Dental Examiners shall issue a dental surgeons's certificate to each candidate who furnishes satisfactory proof of having received a diploma as either doctor of dental medicine or doctor of dental surgery from a legally incorporated dental educational institution, and who in addition passes a satisfactory examination before the Board in the following subjects: Anatomy, physiology, histology, physics, chemistry, metallurgy, dental anatomy and physiology, dental materia medica, therapeutics, dental pathology and bacteriology, orthodontia, oral surgery, operative dentistry, and prosthetic dentistry. For each such certificate the secretary-treasurer of the Board shall collect a fee of twenty pesos.

Certificates.

—fee for.

Rules and regulations.

The Board is further empowered to make such rules and regulations not in conflict with the provisions of this chapter as may be necessary to carry said provisions into effect.

593—4 Reports.

149. (SEC. 903.) The Board shall, on or before the thirtieth day of June of each year, make a report to the Secretary of the Interior of its proceedings during the past year, and of all moneys received and disbursed by it during that period.

593—5 Practice without certificate unlawful, when.

150. (SEC. 904.) It shall be unlawful for any person to practice dentistry in any of its branches in the Philippine Islands,

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without a certificate of registration from the Board of Dental Examiners or without having filed with the secretary-treasurer of said Board an affidavit for the purpose of securing a registration certificate, setting forth the time and place in which he has practiced dentistry in the Philippine Islands prior to January tenth, nineteen hundred and three: *Provided*, That dentists who have passed successful examinations before a board established by the Provost-Marshal-General, city of Manila, pursuant to authority from the Military Governor of the Philippine Islands, dated August second, eighteen hundred and ninety-nine, shall be furnished with a certificate of registration by the Board of Dental Examiners on payment of the required fee for registration without further examination: *Provided also*, That nothing in this chapter shall apply to dental surgeons of the United States Army on duty in the Philippine Islands, nor in any way apply to or affect any person who was resident in the Philippine Islands and lawfully engaged in the practice of dentistry there prior to January tenth, nineteen hundred and three: *And provided further*, That persons who have studied medicine in the Santo Tomas University at Manila for a period of not less than two years and who have received the title of "cirujanos ministrantes" and who have studied dentistry for the last four months of their course in such university, may be registered as undergraduates in dentistry upon passing a satisfactory examination before the Board and, when so registered, shall be authorized to practice dentistry in remote towns where no regularly qualified dentist is available. The names of the towns in which each such undergraduate in dentistry is authorized to practice shall be included in his certificate of registration. The secretary-treasurer shall collect a fee of ten pesos for each certificate of registration as undergraduate in dentistry issued by the Board.

Proviso; exceptions.

Proviso; dental surgeons, Army or Navy.

Proviso; Santo Tomas University undergraduates.

Fees for certificates, undergraduates.

151. (SEC. 905.) Any person shall be regarded as practicing dentistry within the meaning of this chapter who shall for a fee, salary, or other reward, paid to himself or to another person, perform any operation or part of an operation upon the human teeth or jaws, or who shall restore lost teeth, jaws, or portions of jaws artificially, or who shall treat diseases or lesions or correct mal-positions thereof; but this provision shall not apply to artisans engaged in the mechanical construction of artificial dentures or other oral devices, or to students of dentistry practicing in any legally chartered dental school or college on patients under the direct supervision of an instructor in such dental school or college: *And provided further*, That this provision shall not be construed to interfere with physicians or surgeons in their legitimate practice as defined in sections eight hundred and sixty-two to eight hundred and seventy-three hereof, inclusive.

Practice of dentistry defined. 593—7

Proviso; physicians.

152. (SEC. 906.). Any two members of the Board may issue a temporary certificate of registration to an applicant upon the presentation by such applicant of satisfactory evidence that he possesses the necessary qualifications to practice dentistry, such certificate to remain in force only until the next regular meeting of the Board, at which time the person to whom it has been issued shall report for examination. Temporary licenses shall be granted

Temporary certificates. 593—8

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only when the Board is not in session and will not meet within thirty days. In no case shall a temporary certificate of registration be renewed or extended, nor shall a second temporary certificate be granted to any person. The fee for a temporary certificate of registration shall be ten pesos and the applicant shall further deposit with the secretary-treasurer of the Board the sum of ten pesos to complete the payment of his fee for a regular certificate. He shall also file with the secretary-treasurer of the Board an affidavit to the effect that it is his intention to appear at the next regular meeting of the Board and to submit to an examination with a view to obtaining a permanent certificate. Should he appear and pass a satisfactory examination, a permanent certificate shall be granted to him without additional charge. Should he fail to appear and pass such examination, the money deposited by him shall not be returned to him, but shall be paid to the Insular Treasurer.

—not renewable.

—fees for.

—affidavit by holder of.

—examination of holders of.

593—9 Refusal to issue certificates.

153. (SEC. 907.) The Board of Dental Examiners shall refuse to issue either of the certificates provided for in this chapter to any person convicted by a court of competent jurisdiction of any criminal offense, or to any person guilty of immoral or dishonorable conduct or to any person of unsound mind, and in the event of such refusal shall give to the applicant a written statement setting forth the reason for its action which statement shall be incorporated in the record of the Board. The Board may revoke a certificate for like cause, or for unprofessional conduct after due notice to the person interested and on hearing, subject to an appeal to the Director of Health, whose decision shall be final.

Revocations.

593—10 Practitioners must display their names and certificates.

154. (SEC. 908.) Every practitioner of dentistry shall display in a conspicuous place upon the house or office where he practices his full name, and he shall further display his certificate of registration in his office in plain sight of patients occupying his dental chair. Any person violating this provision shall, upon conviction, be punished by a fine of not less than fifty nor more than two hundred pesos for each offense. Any owner, proprietor, or manager of a dental office or establishment who shall fail to cause to be displayed as provided in this section the registration certificate of each person practicing dentistry in such office or establishment shall, upon conviction, be punished by a like fine.

—penalty for failure.

593—11 Fraudulent advertisement.

155. (SEC. 909.) No person shall in any way advertise as bachelor of dental surgery, doctor of dental surgery, master of dental surgery, licentiate of dental surgery, doctor of dental medicine, or dental surgeon, or append the letters B. D. S., D. D. S., M. D. S., L. D. S., or D. M. D. to his name, who has not had duly conferred upon him by diploma from some school, college, university, or board of examiners legally qualified to confer the same, the right to assume said title, nor shall any person assume any title or prefix or append any letters to his name to represent falsely that he has received a dental degree or certificate of registration. Any person violating this provision shall, upon conviction, be subject to a fine of not more than two hundred pesos or to imprisonment for not more than ninety days.

—penalty.

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ARTICLE 2.

CITY OF MANILA, SANITARY RULES, REGULATIONS, AND REQUIREMENTS.

Boundaries of health districts.

156. Boundaries of health districts.—The boundaries of health districts shall be identical with the boundaries of police districts, and the stations shall be designated as follows: Police District No. 1, Station J; Police District No. 2, Station A; Police District No. 4, Station I; Police District No. 5, Station C; and Police District No. 6, Station L.

Distribution of personnel.

157. Personnel.—The following distribution of personnel shall be the regular organization:

A medical inspector in charge of station; one sanitary inspector, and the necessary municipal physicians, midwives, assistant sanitary inspectors, and sanitary police detailed by the Director of Health.

Sanitary police.

158. The sanitary police are under the direction of the medical inspector in so far as their sanitary duties are concerned, but in all matters involving discipline and leaves of absence they are under the chief of police.

Inspection and sanitary maintenance of buildings and premises.

159. Instructions to medical inspectors.—Medical inspectors are charged with enforcing the sanitary maintenance of all buildings and premises within their districts, and they shall satisfy themselves that all necessary sanitary arrangements are made in places which demand special measures.

Instructions to medical inspectors.

Medical inspectors will be expected to be industrious and to exercise initial ability, and to require the same of their employees. Plenty of work can be found in every district and mere timeservers and clock watchers are not desirable employees.

Public health, dangerous communicable diseases, ordinances.

160. Medical inspectors are charged with the duty of taking all necessary measures to preserve and improve the public health within their districts. They are charged with the prompt discovery and eradication of foci of dangerous communicable diseases, and with all measures calculated to suppress and prevent their introduction. They are particularly charged with enforcing the Revised Ordinances of the City of Manila pertaining to the Bureau of Health.

Orders with and without repairs.

161. All measures which pertain to the sanitation of a place, which do not necessitate an order for alteration or repair to an existing structure, shall be instituted and pursued to their conclusion by the medical inspector of the district. All measures which require the expenditure of money for any purpose beyond the employment of labor and transportation, shall be sent to the sanitary engineer for action. This does not relieve the medical inspector from the duty of seeing that the premises are placed and maintained in sanitary condition.

Filling in, draining, leveling.

162. All requests or orders for filling in, draining or leveling property, shall in every case be sent to the sanitary engineer.

General.

163. Medical inspectors are expected to be thoroughly cognizant of all sanitary and health matters pertaining to their districts, and a plea of ignorance will not be accepted as a legitimate excuse.

Relations with public, etc.

164. They shall exercise and require the maximum of courtesy and the minimum of friction in relations between their subordinates and the public. They are expected to maintain the most cordial relations with the practicing physicians in their districts and

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to encourage them in every way to be prompt in reporting cases of sickness or death which are regarded as suspicious. Medical inspectors must strictly observe the hours specified in section 172 of the Manual except as provided in the said section. The exception must be interpreted to mean that arrangements have been made for the countersigning of death certificates, and for the discharge of other medical duties, so as not to involve inconvenience to the public.

Cases of special interest.

165. Medical officers of the Bureau of Health will, when practicable, send all medical or surgical cases of special interest, when the patients are willing, to the dispensary of the Philippine General Hospital. When reporting or recording diseases the Bureau of Health Nomenclature of Diseases must be strictly observed.

Medical attention for police.

166. Medical inspectors are required to render such medical attention to members of the police force as the facilities of the health stations will permit. Cases which require attention that can not be given by the stations will be directed to apply to the Philippine General Hospital. (E-26.)

Applicants for police force.

167. All physical examinations of applicants for positions on the police force will be made at Station J, Intramuros. (E-26.)

Recommendations without inspections.

168. It shall be a recognized maxim in the Bureau that no recommendation or report be made without actual inspection by the person making the report, or by a designated employee, in which latter event a statement to this effect shall accompany report or recommendation.

Sanitary cards.

169. Medical inspectors shall have a sanitary card placed in each house in their district and renewed when necessary.

Visits to be noted on sanitary cards.

170. These cards shall be used constantly, and no sanitary inspector of the Bureau of Health shall make an official visit to a house without noting on such card the date and hour of his visit and the condition of the premises.

Form for notification of sanitary engineer.

171. The following form shall be issued to notify the sanitary engineer of necessity for action by his office:

FORM FOR NOTIFICATION TO THE SANITARY ENGINEER.

MANILA, P. I., ..., 19....

Station .....

The CHIEF, DIVISION OF SANITARY ENGINEERING,
Bureau of Health, Manila.

SIR: I have the honor to inform you that upon an inspection of the premises at No..... Street ..... district, ... the following insanitary condition was discovered: .....

Respectfully,

(Signature).....
Medical Inspector in charge of Station.

Station office hours.

172. Station office hours.—Health stations must be kept open every day in the week from 7.30 a. m. to 5 p. m., and all employees will be on duty from 8 a. m. to 12 m. and from 2 p. m. to 5 p. m., except on Saturday afternoon and Sunday, when only such persons as are necessary to carry on the routine work of the station will be required to be on duty. Arrangements must be made so that a medical inspector or a sanitary inspector is in charge at all times.

No employee should fail to report for duty on Saturday afternoons, Sundays, or other holidays at the prescribed hours unless

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arrangements have been made with the medical inspector in charge of the station.

Abuse of privileges.

173. It must be understood that the foregoing privileges are subject to the exigencies of the service and must not be abused. Each employee will be expected to do his duty, and only in exceptional cases will special arrangements be permitted.

Health stations must be kept scrupulously neat and clean.

Maintenance and conduct.

Whistling, loud talking, the telling of vulgar stories, placing the feet on the desks, careless dressing, and other undignified acts are forbidden of all employees in and around health stations.

Uniforms to be worn when on duty.

Inspectors and sanitary policemen should wear their uniforms at all times when on duty. Neatness and circumspection next to honesty and energy are two of the most desirable qualities in health work.

Date and hour of paying employees.

174. Paying of employees.—Bureau of Health employees stationed in Manila will be paid by the disbursing officer on the last day of each month, unless otherwise specifically stated, according to the following schedule: Central office, 8.30 a. m.; Philippine General Hospital, 9.00 a. m.; Bilibid Hospital, 9.30 a. m.; San Lazaro Hospital, 9.45 a. m. (G–4 and 5.)

Pay rolls.

175. Pay rolls must be in by the 25th of each month. Notices of absences or changes from any cause occurring thereafter must be immediately telephoned to the central office. (G–4.)

Reporting for payment.

176. All officers and employees will report to the respective places promptly at the hour designated. Those who are unable to be present will report to the chief, clerical division, as soon thereafter as possible. If officers or employees fail to present themselves and can give no good reason for same, they may be required to wait until the following month for payment. (G–4.)

Station records.

177. Station records.—The station records must be carefully, accurately, and completely kept in the manner prescribed, and must be in such shape that an employee of one station when transferred to any other, may be able to take up the record system without instruction. "Short" records or records poorly kept will be considered sufficient grounds on which to base the charge of incompetency and inefficiency.

Familiarity with records.

178. All employees of a station must familiarize themselves with the method of keeping any and all of the prescribed records, and must be prepared to substitute at any time for the person regularly designated as record clerk.

Transportation reports.

179. Transportation reports.—Sanitary stations will make monthly transportation reports in the following form:

Report of transportation furnished by the city during the month of ..... *at station* .....

Kind of transportation.	Dates.	Time used.		Number.			Remarks.
		From—	To—	Days.	Hours.	Minutes.	
Carromata							
Carretela							

(H–3.)

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Private use of government transportation forbidden.

The use of government transportation to and from office to residence and return, and for other nonofficial purposes, is strictly prohibited.

Hospitalization of plague patients.

180. Dangerous communicable diseases.—All patients suffering from plague must be sent to the plague department of the San Lazaro Hospital division.

Hospitalization of cholera patients.

181. Cholera patients shall be sent to the cholera department of the San Lazaro Hospital division unless instructions to the contrary are received from the Director of Health.

Treatment of cholera outside of hospital.

182. Applications for treatment of cholera patients at their homes or elsewhere will be referred to the Director of Health.

Hospitalization of smallpox patients.

183. Smallpox patients shall be sent to the smallpox department of the San Lazaro Hospital division unless the Director of Health authorizes their treatment elsewhere.

Santiago cholera hospital.

Subscribers to the Santiago Cholera Hospital and members of their families may be sent to that hospital.

Lepers.

184. Patients suspected of being afflicted with leprosy shall be sent to the San Lazaro Hospital division for confirmation of diagnosis by microscope.

Hospitalization of diphtheria patients.

185. Diphtheria patients shall be sent to the diphtheria department of the San Lazaro Hospital division unless the Director of Health authorizes their treatment elsewhere.

Quarantine of patients outside of hospital.

186. In all cases of treatment of dangerous communicable diseases outside of hospitals, the houses or places in which said diseases occur or in which treatment is permitted, and all persons living therein, shall be placed under police quarantine for the following periods, respectively, unless otherwise ordered by the Director of Health:

Plague.

Plague: During the illness of the patient and an additional period of ten days after the patient has died or has been pronounced cured.

Cholera.

Cholera: During the illness of the patient and an additional period of five days after the patient has died or has been pronounced cured.

Diphtheria.

Diphtheria: During the illness of the patient and until throats of patients and inmates of same houses are negative on bacteriological examination.

Smallpox: During illness of patient and an additional period of fourteen days after patient has died or has been pronounced cured.

Definition of "illness."

187. The word "illness" as herein used shall be understood to include the period of convalescence from a dangerous communicable disease, in addition to the period of the acute attack, but shall not include sickness or convalescence from any disease that may be regarded as a sequela.

Regulations of San Lazaro Hospital.

188. Regulations pertaining to the San Lazaro Hospital Division.—Registered physicians may be permitted to treat their private cases in the San Lazaro Hospital on condition that they observe the rules of the hospital with reference to disinfection and other precautions for the prevention of the spread of dangerous communicable diseases.

Plague-infected houses.

189. Plague houses.—Houses in which human plague has occurred or in which plague-infected rats have been found are declared to be a nuisance and dangerous to public health. Such houses shall be subject to disinfection, renovation, remodeling, alteration, repairs, or any other treatment that may be necessary.

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Prevention of spread of plague.

190. When plague cases have occurred in several houses in the same neighborhood, thus showing the existence of a focus of infection, special measures must be taken to prevent rats from escaping.

Plague rats.

191. Rats.—Medical inspectors will cause rats to be caught twice a month in different parts of their districts, and will send all rats found dead as well as those which have been caught to the laboratory for examination for plague, the purpose of this being to resume the work of rat destruction as soon as they are found to be infected. A report will be rendered to the Central Office upon each Monday showing the number of rats sent to the Bureau of Science for examination during the preceding week, the number caught in traps, and the number found dead. The result of the examination of rats sent to the Bureau of Science should also be given.

—report of.

Prophylactic measures against smallpox.

192. Prophylactic measures.—Special attention is called to the importance of prophylactic measures in dealing with communicable diseases. When a case of smallpox is found, it is desirable that the occupants of the houses near the one in which the disease occurred, as well as the immediate contacts, be vaccinated.

Against diphtheria.

193. When cases of diphtheria are found, all contacts should receive an immunizing dose of serum, and culture tubes should be inoculated from throat of each contact and sent to the Bureau of Science for culture and study.

Against cholera.

194. In order to detect carriers of cholera bacilli, specimens of fecal matter should be obtained from each contact of a case of cholera and sent to the Bureau of Science for culture and study.

Reports of diseases.

195. Report of dangerous communicable diseases.—Attention is called to the fact that transfer slips and office reports of dangerous communicable diseases are permanent records and should be prepared with care. All reports should be dated and the names thereon properly spelled. The numbers of the houses and the names of the streets in which diseases occur should be given. If a house has no number, its location should be briefly indicated by description or by a rough sketch.

Transfer slips and death certificates.

196. Transfer slips signed by medical inspectors or station employees shall accompany the patient or the dead body and be turned over to the officer in charge of hospital or morgue. A certificate of death, signed by a registered physician only, shall also accompany the dead body. Report must be made immediately by telephone to the clerk at Station J, who will prepare four copies of the slip and send one of them to each of the following: Director of Health, Assistant Director of Health, and the chief of the statistical division, retaining one copy for file.

Information to be complete.

197. All information called for on transfer slips and death certificates will be supplied if possible. Questions will not be answered by the word "unknown," unless it is impossible to obtain the information desired.

Station records.

198. The station records of dangerous communicable deseases must be complete and arranged according to months and years, so that when accurate statistical information is desired it may be secured without delay.

City Morgue.

199. Sending bodies to the morgues.—Bodies on which medico-legal inquiry is desired, bodies for which pauper burial is requested,

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unclaimed bodies, or bodies of persons who have died under suspicious or unexplained circumstances will be sent to the City Morgue provided death has not been caused by a dangerous communicable disease, or is not suspected of being due to same.

San Lazaro Morgue.

200. Bodies of persons who have died of dangerous communicable diseases, or who are suspected of having died therefrom, shall be sent to the San Lazaro Morgue.

When bodies should not be sent to morgue.

201. Bodies should not be sent to morgues merely for the purpose of verifying possibly incorrect diagnoses, unless death is suspected of having been due either to dangerous communicable diseases or to foul play, or a pauper burial is desired. Many persons are strongly prejudiced against autopsies and their wishes should be respected whenever it can be done without sacrificing the interests of the public health.

Transfer slips, death certificates, and identification cards.

202. Bodies for morgues should be accompanied by transfer slips and death certificates, and marked by identification cards, attached to the ankle, giving the name, place from which sent, and such other facts as may facilitate identification.

Cause of death unknown.

Autopsy.

203. In preparing certificates, in cases in which the cause of death is unknown, the word "undetermined" should be written in the space provided, and "autopsy requested" should be written on the transfer slip and identification card.

Authority for autopsies.

204. Requests for autopsies when desired for legal purposes will be signed by the prosecuting attorney; when for scientific purposes, by a member of the faculty of the College of Medicine and Surgery, and when for diagnostic purposes, by a medical officer of the Bureau of Health.

Notification of attending physician.

205. Whenever an autopsy is held for the purpose of ascertaining whether the diagnosis given upon the death certificate is correct, the person requesting such autopsy shall notify the attending physician in order that he may be present if he so desires.

Ambulances, morgue wagons, how to summon.

206. Ambulance and morgue wagon service.—Ambulances and morgue wagons are available night and day, and may be had by telephone, asking central for communication with San Lazaro Hospital (telephone number, 26) for contagious diseases; with Station "J" (telephone number, 741) for other diseases, and City Stables No. 1 (telephone number, 473) for morgue wagons.

Bodies unclaimed at end of forty-eight hours.

207. Bodies which are unclaimed at the end of forty-eight hours will be buried or otherwise disposed of at public expense.

Ambulances, delay to.

208. Care should be taken not to delay ambulances and morgue wagons more than may be absolutely necessary, as they may be needed to answer other calls.

Final disposition of bodies dead of dangerous communicable diseases.

209. Disposition of bodies of persons dying from dangerous communicable diseases.—When it is not deemed advisable to cremate the bodies of persons dying from dangerous communicable diseases, they will be covered thoroughly with lime or enveloped in sheets dripping wet with a 1–500 solution of bichloride of mercury, placed in a coffin of wood or metal securely fastened, and buried to a depth of at least 1 meter in well-tamped graves.

Death certificates.

210. Death certificates.—All death certificates shall be registered at the health stations of the districts to which they pertain, and a notation of such registration will be made on the backs of the certificates; these notations may be signed by the employees making

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the same. In all cases occurring during epidemics in which there is the least doubt, diagnoses will be verified by medical inspectors and the certificates countersigned by them on the backs.

Corrections on.

211. All corrections upon original death certificates shall be made by drawing a red line through the word or words to be corrected and inserting in red ink above the line the corrected matter, followed by the initials of the person who made the correction. Corrections should be made only after the revised information has been properly verified. Such corrections must be made, as far as practicable, by the physician issuing the certificate, or if this is impossible, by the medical inspector. (F-32.)

Deaths of Americans.

212. Deaths of Americans.—By direction of the Executive Secretary, the chief of the statistical division will notify the chief of police of the deaths of American citizens. The full name, age, occupation, cause of death, enumeration of personal effects, the names of the nearest relatives and also the names of witnesses by whom the proof of death could be established shall be given. Such information is often of great importance in the settlement of insurance policies, wills, etc.

Violence, accident, murder, suicide.

213. Deaths from violence, accident, murder, or suicide.—Medical inspectors will immediately notify the prosecuting attorney and the police stations in their districts of all cases of death from violence, accident, and suspected murder or suicide.

Removal of bodies.

214. In the case of a death which has not been satisfactorily explained or in which there is a suspicion of foul play, the body will not be removed or disturbed until the arrival of a representative from the office of the prosecuting attorney, except in cases of "floaters" found in the Pasig River or in Manila Bay.

Transfer slips and death certificates.

215. Transfer slips and death certificates.—In case there is no sanitary officer present at the removal of dead bodies, transfer slips will be filled out and signed by ambulance inspectors; death certificates will be furnished by the prosecuting attorney in case there is suspicion of foul play; if death is suspected of having been due to a dangerous, communicable disease, by the physician in charge of San Lazaro Hospital; and if body is sent to the City Morgue, by a registered physician making the autopsy.

Free burial.

216. Free burial.—When application for burial at the expense of the city is made, medical inspectors will satisfy themselves before requesting such burial that the family of the deceased is too poor to bury the remains.

Disinfecting brigades.

217. Disinfecting brigades.—The disinfecting service of the Bureau of Health will be divided into two groups, one located at Station J and the other at Station A. Ordinarily that part of the city south of the Pasig River will be covered by the first group and that part north of the Pasig River by the second group.

Method of disinfecting.

218. The method of disinfecting is fully outlined in Article VIII hereof.

Municipal physicians.

219. Municipal physicians.—Municipal physicians are required to render free aid to the poor of their respective districts at all hours; to visit patients in their houses if necessary; to furnish death certificates in cases of death without medical attention; to report births; to supervise the work of the municipal midwives of their districts, under the direction of the medical inspectors; to hold

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free clinics at health stations, and to act as assistants to medical inspectors.

Free clinics.

220. Municipal free clinics.—At each health station a free clinic in which the poor of the city may be treated, will be held daily from 8.30 a. m. to 9.30 a. m., and as much longer as necessary or at an earlier hour if desirable. The clinic will be conducted by the municipal physicians under the direction of the medical inspectors. Stations will be supplied by the property division with such first-aid remedies as may be needed, and all prescriptions will be filled preferably at the central dispensary.

Patients to be given aid regardless of district.

Patients are not expected to have maps of the health districts or to know always what station to apply to, therefore municipal physicians will prescribe for all poor patients who present themselves, regardless of where they live. There is no objection to telling them to what station they belong, but the convenience of the patients should take precedence over district boundaries.

Prescriptions for paupers.

221. Prescriptions.—Prescriptions for the poor, written by municipal physicians or medical officers of the Bureau of Health, will be filled at the central dispensary, Bureau of Health, but in emergencies they may be filled at the Philippine General, Saint Paul's, San Juan de Dios, Mary J. Johnston, or University Hospitals. This dispensary will also honor the prescriptions of private physicians when they are indorsed "pauper" or "*pobre*," provided the medicines prescribed are in stock.

Simple emergency medicines may be had at health stations.

Refilling of.

222. Pharmacists will not fill or repeat prescriptions except upon instructions from registered physicians.

Municipal midwives.

223. Municipal midwives.—Municipal midwives are required to attend, free of charge, cases of confinement occurring among the poor of their respective districts.

Summoning of medical aid.

224. In all cases of difficult labor or complications, the medical inspector or the municipal physician should be summoned.

No opportunity should be lost to teach the people the value of obstetrical cleanliness and the danger which attends interference with unclean hands.

Medical inspectors and municipal physicians should instruct the district municipal midwives especially with regard to the ancient superstitious practices so common in the Philippines.

Supervision of municipal midwives.

225. Municipal midwives are under the supervision and direction of the medical inspectors and municipal physicians of their respective districts.

Supply of birth certificates.

226. Births.—Every person acting as a sanitary inspector should carry with him on his daily inspections a supply of birth certificates for the purpose of recording all unreported births.

Issuing of birth certificates.

227. If there has been a physician or a midwife in attendance at birth, the fact will be noted on the certificate prepared by the inspector. These certificates, signed with the name and official title of the inspector, will be sent to the health station of the district to which they pertain, where they will be checked over by a competent person for the purpose of detecting errors and duplications, and then forwarded to the central office to be rechecked and entered into the permanent records. Station employees are authorized to accomplish

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birth certificates on verbal information but such information should be verified by the reports of the sanitary inspectors.

These requirements do not relieve physicians and midwives from their duty in reference to the reporting of births.

Maternity bands and other supplies.

228. Maternity bands and other supplies used by municipal midwives in attending confinement cases will be supplied by the health station to which they are attached.

Sanitary maintenance of buildings and premises.

229. Instructions to sanitary inspectors.—It is of primary importance that all stores, hotels, *tiendas*, bars, shops, factories, theaters, living quarters, kitchens, baths, closets, stables, yards, alleys, and similar places, be kept in a cleanly condition, and it will be the constant aim to impress on the people the importance thereof. In order to ascertain whether quarters are kept clean at all times, the hours of inspection should be varied.

Hours of inspection to be varied.

All plumbing certificates issued by the municipality are forwarded to the sanitary engineer for countersignature. In inspecting premises in favor of which these certificates have been issued, inspectors will be guided primarily by the instructions contained in the circular issued by the sanitary engineer.

Regulations of Municipal Board governing sewer connections.

230. *The new ordinances governing the enforcement of the use of sewers and drains in the city of Manila have for their object the discontinuance of vaults and closets, and repairs to existing structures and the installation of new ones should not be ordered without the approval of the Director of Health in each instance.*

New sewer system.

The actual abandonment of the vaults, however, and the connection of the premises with the new sewer system is a matter which is limited by the rapidity with which registered plumbers can do the work. So far as practicable the sanitary engineer will endeavor to order connections by a number of houses so grouped as to cover several blocks at a time, or else grouped according to business licenses carried by the premises, in order to avoid antagonizing owners by issuing orders against a few of the houses of a district, leaving others, which may be in perhaps only a slightly better condition at liberty to continue old systems. Therefore medical inspectors in their recommendations to the sanitary engineer for structural sanitation involving connection with the sanitary sewer will follow this same general policy. Only in exceptional cases, where existing sanitary arrangements are extremely defective, should recommendation be made for the connection of single premises to the sewer.

Pending the issuance of sewer connection orders, medical inspectors will endeavor to keep existing vaults in condition by recommendations for frequent cleanings and in cases of emergency by disinfection. When necessary and after it has been ascertained that a sewer connection can not be ordered at once, minor repairs will be ordered by the sanitary engineer.

Sanitary barrios.

The Bureau of Health has definitely settled on the general policy of the construction of sanitary barrios with necessary streets and drainage systems for the many congested interiors and barrios which are at present such a menace to the health of the municipality. When making recommendations for repairs in these barrios, therefore, inspectors will not lose sight of the fact that plans may be pending for the permanent municipal improvements in these locations.

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Structural and nonstructural sanitation.

That class of sanitation handled by the sanitary engineer will be termed structural sanitation, while that handled by the health stations will be known as nonstructural sanitation. Notice of structural defects and the necessity of structural repair to buildings, as well as recommendations for filling or draining premises, will be sent to the sanitary engineer.

Sanitary maintenance of and repairs to vaults.

231. *The following instructions will govern the sanitary maintenance of and repairs to vaults located at places where sewer connection is impossible or impracticable.*

To be of approved pattern.

232. Subject to the provisions of the Revised Ordinances, every system used for the disposal of fecal matter and urine shall conform to one of the duly approved plans of the Bureau of Health.

Vaults to be air-tight and vented.

233. In order that gases may escape into the open air and not contaminate the atmosphere of the house, it is essential that every vault be air-tight and properly vented from the top of the seat.

Unvented vaults with seats.

234. In case of an unvented vault, with board floor (not air-tight) using wooden seats without covers for the holes, the floor should be cemented or tiled, air-tight connections made between the seats and floor, seat holes provided with hinged wooden covers, and an appropriate cast-iron vent pipe extended from top of seat to a point above the roof. (Sec. 206, Revised Ordinances.)

Unvented vaults without seats.

235. Unvented vaults with board floors without seats, not being air-tight, should have floors cemented or tiled, wooden covers provided for holes, and an appropriate cast-iron vent pipe from floor extending to a point above the roof. (Sec. 206, Revised Ordinances.)

Tight vault closets in two-story buildings.

236. In case of a tight vault closet downstairs having wooden seats and pipe of cast iron, galvanized or sheet iron, or cement, leading down from a closet upstairs, the sides of the vault should be extended up to the second story, the pipe removed, and an appropriate cast-iron vent pipe installed, the same to extend from the top of the seat to a point above the roof. If the vault is properly constructed and is near a river, sewer, or estero, the upstairs fixtures may be removed, the vault made air-tight, and converted into a septic discharging vault according to approved plans and specifications by the addition of a properly constructed filter-vault, the overflow being conducted to the river, estero, or sewer. Two flush closets properly trapped and vented, one on each floor, should be installed and made to discharge into the septic vault.

Unvented vaults with tight floors.

237. Unvented vaults with tile or cement floors, with wooden seats without covers, should have air-tight connections between seats and closet floors, hinged wooden covers for seat holes, and appropriate cast-iron vent pipes, as specified in section 206, Revised Ordinances, extending from top of seats to a point above the roofs of the buildings.

Open vaults.

238. Large open vaults covered with loose boards should have cement or tile floors, and appropriate cast-iron vent pipes, as specified in section 206, Revised Ordinances, extending from tops of seats to a point above the roof, and the seat holes should be provided with hinged wooden covers. In case the expense is too great, the vaults may be cleaned, filled in, and destroyed, under the supervision of the inspector of plumbing, the floors of the closets cemented, and pails installed.

Tight vaults with slides or pipes.

239. In case of tight vaults with slides or pipes leading into them from different closets, thus providing an opportunity for excrement to

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adhere to the sides, the vaults should be so altered or enlarged as to place the seats directly over them, or they may be filled in, the floors paved, and a pail installed in each.

Closets without flushes.

240. Closets supplied with cast-iron hoppers, pan closets, or plunge closets, with ordinary hand traps and without good water flushes, discharging into a tight vault, will be tolerated as long as these systems do not cause complaint and are kept in sanitary condition; otherwise, they should be ordered removed and replaced by modern flush closets properly trapped, and the vaults changed into septic absorbing vaults.

Privies over bay, river, etc.

241. Privies built over the bay, river, or esteros, with seats directly over the water, should be removed and pails installed.

Closets discharging directly into bay, etc.

242. Water closets discharging directly into the bay, river, or esteros, should be connected with septic discharging vaults to be installed according to plans and specifications, the overflow going into the bay, river, or esteros.

Vault closets discharging into bay, etc., through pipes or slides.

243. Vaults which discharge through pipes or slides into the bay, river, esteros, or sewer should have pipes or slides removed and opening closed. If vaults are leaking, same should be repaired and made water tight with an interior lining of cement mortar at least 1 centimeter thick.

Makeshift closets.

244. All earth cesspools or makeshifts for vaults, such as iron tanks or barrels, or earth closets or other form, should be removed and pails installed.

Leaking dry-earth vaults.

245. When a dry-earth vault is leaking, thereby causing a nuisance, the vault should be cleaned and repaired by replacing all missing and broken stones and by coating the inside walls and bottom with a layer of cement mortar at least 1 centimeter thick; the top of vault, and connection between seats and vault should be air-tight, and hinged wooden covers for seat holes and an appropriate cast-iron vent pipe to extend from top of seat to a point above the roof provided; or in case such vault be near a sewer, estero, river, or bay, the same may be converted into a septic vault, according to approved plans and specifications, by the addition of filter compartments, the overflow entering the sewer, estero, river, or bay, and flush closet, properly trapped, installed.

Leaking pipes, broken closets.

246. In case a waste pipe leaks or a water closet is broken, the same should be repaired.

Closets stopped up.

247. Whenever a flush closet is stopped up, it should be cleaned out. Verbal orders ordinarily are sufficient to accomplish this result.

Vents.

248. Whenever an old flush closet is offensive because of lack of vent, the same should be properly vented.

Cleaning vaults.

249. In case a vault is full and requires cleaning, the owner, occupant, or agent should be notified in order that the usual form of "Request for cleaning vaults" may be signed. All sanitary inspectors are hereby cautioned to exercise due care in determining whether the persons signing such request are the owners, occupants, or duly authorized agents of the property, and to so state upon the request.

Requests for.

Applications.

250. Applications for cleaning vaults shall be made directly to the chief of the department of sanitation and transportation and will be handled by him. Applications received by health stations shall be

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referred verbally to the office of the chief of department of sanitation and transportation. (G–8.)

Recleaning.

251. Before a vault is ordered cleaned, the record of the house should be examined to see if an order has already been issued against same, or if the vault has been cleaned at a recent date. In case a vault recently cleaned needs recleaning, a pencil note should be attached stating why this action is necessary.

Air-tight floors.

252. All floors over vaults shall be air-tight, and if of wood, they shall be properly joined and tightly fitted to the top of the vault. Where any defects exist in a wooden floor, repairs may be made with a layer of cement mortar 5 centimeters thick, finished off smooth, or with tiles bedded in cement mortar.

Opening in floors.

253. If there be any opening provided through the floor of the closet into the vault, a bell trap should be provided in order to prevent the escape of noxious odors.

Closet seats.

254. All closet seats over tight vaults should be properly constructed of good lumber with tight joints and the connection between same and vault made air-tight. Seat covers should be of good lumber at least 2½ centimeters thick and cross-braced to prevent warping and fastened with hinges to the seat proper.

Flush closets.

255. All flush closets installed shall be of approved pattern, properly trapped and vented and discharging into septic vaults. The installation of pan, plunger, or iron-hopper closets is not permissible.

Closets opening into living room.

256. No closet which opens directly into a living room or kitchen shall be permitted, except existing installations that conform to the requirements of the Revised Ordinances.

Vaults near wells and cisterns.

257. Vaults, cesspools, and similar structures should not be constructed nearer than 7½ meters to a well or cistern, and no discharge from a vault or absorbing basin shall enter a well or cistern.

Theaters.

258. Owners or agents of theaters in the city of Manila are required within ten days from receipt of notice to provide their respective theaters with a sufficient number of waterclosets, urinals, or pails for the accommodation of both sexes and maintain such water-closets, urinals, and pails in a cleanly condition.

Plans and specifications.

259. Plans and specifications of vaults, basins, etc., are on file in the office of the sanitary engineer.

Municipal Board resolutions.

260. *In issuing orders in accordance with the following regulations due attention must be given to the ordinances or resolutions of the Municipal Board with regard to sewer connection. The instructions given herein are intended primarily to govern the disposal of wastes where sewer connection is impossible or impracticable.*

Disposal of garbage and rubbish.

261. Disposal of garbage, rubbish, wastes, etc.—Every kitchen or room wherein food is prepared or where vessels or utensils are washed or cleaned, and every store, hotel, bar, or other place where remains of food accumulate, shall be provided with a proper galvanized-iron garbage can or other suitable receptacle, and all bones, feathers, blood, scales, feet of fowls, birds, or animals, wings, entrails, peelings of potatoes, leaves, tin cans, boxes, rags, etc., shall be promptly placed therein and covered to prevent access of flies or other insects. Under no circumstances should garbage or rubbish be thrown on the ground or left in buildings, alleyways, or similar places, or be thrown into the river, esteros, streets, or gutters.

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Disposal of liquid waste, hotels, restaurants, etc.

262. All liquid wastes from kitchens, baths, stables, hotels, restaurants, boarding houses, and larger residences, should be disposed of when practicable by drainage into sinks, properly trapped and vented, and connected with absorbing basins or septic vaults.

Stables, laundries, etc.—over 76 liters.

263. In all smaller dwellings, stables, laundries, and other buildings where liquid wastes exceed 76 liters per day, there should be installed absorbing and discharging basins according to approved plans and specifications, and also semicircular cement canals with sufficient fall to insure prompt discharge of wastes into such basins.

Under 76 liters.

264. In all buildings of which the liquid wastes are 76 liters or less per day pocket filter basins constructed according to approved plans and specifications, permitting the overflow to discharge into an estero, river, or gutter, should be installed.

Canals connecting buildings with gutters.

265. In case the building is of small value and the street is paved, semicircular cement canals should be provided to carry liquid wastes directly to the street gutters.

Paving of kitchens and baths.

266. In case of kitchens and baths with wooden floors where the waste water is allowed to drain through the floors to the ground underneath, the kitchens and baths should be paved with a layer of cement mortar at least 5 centimeters thick or with glazed tiles bedded in cement mortar and fitted with bell traps installed in the lowest points and connected by means of cast-iron waste pipes with absorbing and discharging basins, septic vaults, or semicircular cement canals, to carry liquid wastes to the absorbing basins or septic vaults provided.

Repairs of bell traps and covers.

267. In case a bell trap or cover of an absorbing basin or of a septic vault is broken, the same should be repaired so as to prevent the escape of noxious vapors.

Replacing of vent pipes.

268. In case the vent pipe of an absorbing basin is rusted through, same should be ordered replaced by a new one, extending above the eaves of the house.

Bell traps and down-spouts to be installed in kitchens, baths, and *azoteas.*

269. In case the water from an *azotea*, bath, or kitchen is allowed to flow down over the sides of a wall, a bell trap should be installed in its lowest point and cast-iron down spouts extending to canal provided.

Replacing of down spout.

270. If a down spout is broken or rusted through, the same should be replaced with a cast-iron down spout.

Replacing of bell trap or strainer in kitchen, baths and *azoteas.*

271. If a bell trap or strainer in the floor of a kitchen, bath, or *azotea* is broken or useless, the same should be replaced.

Repair of canals.

272. Whenever the canals are broken or do not have sufficient fall to insure proper drainage, they should be made semicircular in form and given the necessary fall.

Repair of stable floors.

273. Whenever the pavement of a stable floor is broken, it should be repaired with cement mortar and finished off smooth. All stable floors must be water-tight and whenever one is found unpaved, it should, when practicable, be paved with concrete and finished off smooth with a fall to canal.

Discharge of stable wastes on ground.

274. Whenever the stable wastes are allowed to discharge in the ground, an absorbing discharging basin should be constructed and semicircular cement canals provided to carry liquid wastes from the stable to the basin.

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Into esteros, rivers, or streets.

275. Whenever a stable discharges its wastes directly into an estero, river, bay, street, gutter, or sewer, an absorbing and discharging basin should be constructed according to plans and specifications, the overflow entering the river, sewer, estero, or gutter. Semicircular cement canals to carry off stable wastes to absorbing discharging basins should be constructed.

Canals connecting stable floor with basin or vault.

276. Whenever a stable discharges its liquid wastes into a gutter, sewer, estero, river, or bay, there being an absorbing discharging basin or a septic discharging vault already on the premises, semicircular canals should be provided connecting the stable floor with the absorbing discharging basin or septic vault.

Absorbing basins. —when not to be installed.

277. Absorbing basins should never be recommended unless it is positively shown that the ground at all seasons of the year will absorb.

Houses with improper drainage not to be rented, etc.

278. Drainage.—The Revised Ordinances provide that no house with improper or insufficient drainage shall be rented, leased, or be allowed to be used as a tenement or lodging house.

Filling in under buildings or in yards.

279. Subject to the provisions of the Revised Ordinances and Act No. 1150, in case the ground under a building or in a yard is lower than the surrounding property, it should be raised by filling with clean earth, sand, gravel, or cinder to a sufficient height to insure proper drainage, and provided with semicircular cement canals to carry off rain water.

Ground areas to be covered by cement.

280. The Revised Ordinances provide that the ground area of every building closed in by solid walls and of every other such building whose floor is not at least 1 meter from the ground, shall be covered with cement concrete 10 centimeters thick and finished off smooth with cement mortar, or with tiles laid in cement. The finished surface after paving should be at least 15 centimeters above the street grade as given by the city engineer.

Paving of low floors.

281. Whenever houses already constructed are in an insanitary condition because of the low elevation of their floors and because the floors are unpaved, the same should be paved as required by the Revised Ordinances.

Raising of ground areas.

282. In case of buildings whose floors are lower than the street grade and where the raising of the floor to the proper level would cause the first story to have a clear height of less than 2.5 meters, the ground should be raised and paved, the finished surface of pavement to be at least 2.5 meters from the ceiling.

Paving of alleys, yards, etc.

283. The Revised Ordinances provide that every alley, yard, courtyard, or other place on which slops are thrown or from which foul waters flow, shall be paved, and that gutters and down spouts shall be provided to carry all rain water to street sewers or gutters.

Houses with insufficient light not to be rented.

284. Light and ventilation.—The Revised Ordinances provide that no house with insufficient light and ventilation shall be rented, leased, or be allowed to be used as a tenement or dwelling house.

Partitions obstructing light.

285. Whenever the entrance of sufficient light and air into a building is prevented by temporary partitions or *entresuelos*, such partitions or *entresuelos* should be removed.

Strong-material buildings with inadequate light.

286. In all buildings of strong materials, if the structure of the house is such that sufficient light and air can not enter, a window or windows of adequate size should be cut into the walls, or if the building is so surrounded that the cutting of a window would not

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remedy the condition, such parts thereof as lack sufficient light and ventilation should be vacated.

Dirty walls and ceilings.

287. Whenever the walls and ceilings of a house, room, closet, or yard are dirty to a degree of being insanitary and dangerous to health, the same should be cleaned with soap and water and then whitewashed or painted.

Walls impeding entrance of light.

288. Whenever the walls of a court or yard are sufficiently high to impede but not prevent the entrance of light into lower story rooms, the inner surface of surrounding walls of court or yard should be cleaned and whitewashed.

Smoke hood in strong-material buildings.

289. Smoke hoods.—Kitchens in buildings of strong material should be provided with smoke hoods if the roofs are high enough to admit of their installation, provided that such installation will be a sanitary improvement.

Detached kitchens.

290. In case of nipa buildings, and where kitchens are located in detached sheds from which the smoke is not likely to enter the main building, smoke hoods need not be installed unless manifestly necessary.

Kitchens not to be used as sleeping rooms.

291. Kitchens and drains.—The Revised Ordinances provide that no kitchen shall be used as sleeping room.

Floors.

292. Kitchen floors ordinarily should be covered with tile or cement and kept in good repair. If located on the ground floor, semicircular drains should be provided; otherwise, tubular iron drains should conduct the waste waters to the septic vault, underground sewer, or street drain.

Bell traps in drains.

293. A bell trap or an approved substitute should be interposed between the house and the absorbing basin, sewer, or street drain, to prevent food stuffs from passing into the drain. A trap should be interposed between the house and the septic vault or underground sewer to prevent obnoxious gases gaining access to the house.

Drains emptying into open lots.

294. Drains which empty into open lots should extend at least 30 meters from the house.

Sinks.

295. All water taps should be provided with proper sinks to conduct away waste water.

Ceilings.

296. Ceilings.—*Sauale*, canvas, or paper ceilings whenever sufficiently dirty or decayed as to be a menace to health, should be removed or replaced by new.

Cement floors.

297. Floors.—It is desirable that ground floors occupied as tiendas, restaurants, barber shops, stores, or as living rooms, should be filled in and paved with cement, stone, concrete, or tiles, finished off with a layer of cement concrete 1 centimeter thick or with cement mortar properly drained; the finished surface to be 15 centimeters above the street grade. Stone and tile floors should be laid in mortar, and pointed with cement.

Board floors.

298. Board floors should be elevated so that the ground beneath may be kept clean. The boards should be fitted closely together so that no open spaces will be left for rubbish to pass through and reach the ground beneath. All ground floors should be rat proof, and openings in the floor leading to closed drain should be provided with bell traps. The walls and ceilings should be cleaned, whitewashed, or painted. Shelving should be clean and neatly arranged. Decayed board walls, shelving, and other rotten wood should be

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removed as they furnish breeding places for bugs and other insects. All rooms should be well lighted and ventilated. The floors of all bath rooms and *azoteas* should be covered with tile or cement, well drained, and all openings for discharge of waste waters trapped.

Purpose of regulations.

299. Condemnation of buildings.—These regulations are intended as a guide only. The sole object of the sanitary regulations is the preservation of the public health; therefore in issuing sanitary orders due regard must be had for the rights of the individual when they do not conflict with the interest of public sanitation.

Repairs.

300. Every effort should be made to get houses repaired before recommending condemnation.

Dangerous or illegal construction.

301. Whenever a building is constructed contrary to the Building Ordinances or has, through decay, become wholly or in part dangerous, a report should be made of same.

Nipa houses over estero, etc.

302. No nipa houses should be built over an estero, latrine, or open sewer.

Insanitary unoccupied houses.

303. If unoccupied houses are not in a sanitary condition, the owner should be notified as to the repairs necessary and advised that the same should be made before the house is again occupied.

Buildings in which cholera, etc., has occurred.

304. In case of buildings in which cases of cholera, smallpox, plague, or leprosy have recently occurred, it is important that they should be thoroughly cleaned, disinfected, and painted or whitewashed.

Verbal orders.

305. Issuance of orders.—No verbal orders shall be given except in trivial cases.

Reports to sanitary engineer.

306. All reports to the sanitary engineer shall be made on the form outlined in paragraph 171 hereof.

Illegal orders.

307. Every care should be taken that no orders are recommended which are not within the legal powers of the Bureau of Health to enforce.

Complaints.

308. In the preparation of complaints for the prosecuting attorney's office, reference should be made to the infractions which have been committed and also to the section of the Revised Ordinances covering the same.

Proper identification of property.

309. Care should be taken that the property upon which an order is given is properly numbered and described. Cases have occurred where more than one order has been served on the same property within a short period, but giving a different street and number. In case of large buildings or blocks of buildings, orders should cover repairs for whole buildings and not for parts thereof. In case buildings are situated on alleys or in localities difficult to find, rough plans should accompany all reports and orders.

Abatement of nuisances.

310. In serving orders for the abatement of nuisances or the correction of insanitary conditions, the paper should be served upon the owner of the property if possible, or upon his agent or upon any person at his place of business or residence competent to understand the same.

Signature.

311. The receipt must be in English or Spanish with clear and concise directions for signing by the property owner. In cases where there is an agent or *administrador* he will be required to sign the name of the owner per his own beneath, as agent. This point must be rigorously adhered to, as an order addressed to "Mr. A" and signed with the name of "Mr. B" is not legal, and Mr. A could not legally be convicted for noncompliance therewith. After the receipt is prop-

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erly signed, the original order will be left with the signer and the duplicate pinned to the receipt, both of the latter to be returned as soon as possible to the office from which it originated.

Receipts.

312. An acknowledgment of the receipt by signature should be obtained if possible, but this is not essential and if the person refuses to sign, the officer serving the order must be prepared to make affidavit to the fact. This affidavit should be forwarded to the Bureau of Health at once for file, and for future use in the courts if the order be not complied with within the time specified. Persons delivering orders without receipts should have at least one witness.

Allowing of time for compliance.

313. In the preparation of the preliminary order, a reasonable length of time, not to exceed thirty days, should be recommended for compliance therewith, bearing in mind the difficulty of securing labor and material. Under the provisions of the Revised Ordinances the authority to extend the time of an order beyond thirty days is vested in the Director of Health.

Employees to assist property owners.

314. It is the duty of the agents of the Bureau of Health to advise and assist property owners in compliance with sanitary orders, by suggesting the most modern and inexpensive method which would remedy the insanitary condition, but nothing in this paragraph should be construed to imply that any agent of the Bureau of Health is justified in promoting the interest of any company, firm, or contractor.

Data for license applications.

315. License applications.—All license applications referred to health stations will be inspected within forty-eight hours. The first step will be accurately to record the following data:

(*a*) Number of application.
(*b*) Name of applicant.
(*c*) Business.
(*d*) Street and number.
(*e*) Date received.
(*f*) Action taken and date thereof.
(*g*) Remarks.

Remarks.

316. Under remarks will be recorded the sanitary repairs necessary to secure approval.

Approval.

317. If the premises are in good condition and there are no objections to issuing the license, the application should be approved and returned to the Collector of Internal Revenue.

Handling of licenses.

318. Arrangements have been made with the Bureau of Internal Revenue to forward all applications directly to the commanding officer of the police precinct, who in turn will forward the application directly to the medical inspector in charge of the district. The latter will make his inspection, and if the license is disapproved, fill out the fourth indorsement, which is to constitute his recommendation, but instead of signing the same he will place his initials under the line for the signature of the Director of Health.

New constructions.

319. Nipa buildings in strong-material district.—Sanitary inspectors and assistant sanitary inspectors will keep all new construction and all repairs under observation.

Repairs.

320. It is illegal to make any repairs whatever to nipa structures existing within the strong-material district. All construction of or repairs to nipa or mixed material buildings in the strong-material district will be promptly reported to this office. (H–4.)

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Street lines.

321. Applications for building permits will not be approved unless the proposed structures have a frontage on a street or alley line. (H–4.)

Renewals of licenses.

322. Holders of existing licenses occupying light or mixed material buildings within the strong-material district will be notified that no renewals of such licenses will be approved by this office. (H–4.)

Disapproval of licenses in light-material structures.

323. All applications for licenses in cases where the business is to be conducted in light or mixed material structures within the strong-material district will be disapproved; provided that additional licenses may be approved as, for instance, "bakery products" or "native wine" in addition to an existing restaurant license. In case such additional licenses are approved, they will expire at the same time as the previously existing license. (H–4.)

Licenses about which there is question of renewal.

324. Requirements for tiendas.—A canvass of all tiendas in the respective stations where cooked food is prepared or sold shall be made, and a list shall be prepared of all places about which there is any question as to the renewal of licenses, together with a notation of the date of expiration of such licenses. Each tienda included thereon shall be reported to the Assistant Director of Health three months before the expiration of its license in order that due notice may be given the parties interested and the Bureau of Internal Revenue. In this way, all holders of licenses will be given an opportunity to make necessary repairs in order that their licenses may be renewed upon expiration. (H–10.)

Licenses held ten days.

325. If upon final inspection it is found that repairs are still necessary, or that the attempted repairs are not satisfactory, the licenses may be held ten days pending the satisfactory completion of repairs.

Notification to be given that licenses are held.

326. If after license application has been made repairs are still necessary, the notification form shown in paragraph 171 hereof will also state "License application No. ..... for these premises is being held at this office pending your inspection and action."

In this connection, attention is invited to the provisions of Circular H–26, Bureau of Health, dated August 7, as follows:

Each medical inspector shall furnish to the Collector of Internal Revenue a semiweekly list (Wednesdays and Saturdays) showing the license applications held in his station and the action taken in relation to the same.

This report should be made upon a form similar to the one attached.

"STATION.....

"BUREAU OF HEALTH,

"*Manila, P. I.*, ..., *19* .

"The COLLECTOR OF INTERNAL REVENUE,

"*Manila, P. I.*

"SIR: Following is a list showing all applications for licenses held by this office on ....., 19 , and action taken regarding same.

No. of application.	Date of inspection.	Remarks.

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Ground floors.

327. Tiendas on ground floors of buildings of strong material should have paved, tiled, or cemented floors; however, board floors already existing that are sufficiently elevated above the ground to permit inspection and cleaning may be allowed to remain.

Floors above street grade.

328. In buildings of light materials all ground floors which are not 15 centimeters or more above the street grade should be paved, tiled, or cemented, unless they have satisfactory wooden floors. The regulation with reference to paved, tiled, or cemented floors shall not apply to the barrio of Bancusay and like districts where similar conditions prevail.

Privy accommodations.

329. Tiendas shall have adequate privy accommodations on or near their premises, and it should be required that the premises be properly drained and no stagnant pools of water permitted thereon.

Hogs and chickens.

330. Hogs and chickens will not be allowed in the kitchen or storerooms of tiendas.

Protection of food, meats, etc.

331. All food shall be protected from flies. Sweets, bread, and other easily contaminated articles of food shall be kept in jars or cases inclosed with glass or fine wire netting. Meats, cooked food, etc., except sweets, exposed for sale in public places, shall be kept hot when practicable by leaving a lighted fagot (*calan*) beneath the vessel. This is positive protection against infection from flies and from the danger of people handling food with the fingers.

Disposal of garbage.

332. Tiendas not already provided with proper receptacles for garbage as specified in paragraph 261 hereof, will be required to provide such receptacles before the license application is approved.

Sterile water.

333. Medical inspectors are charged with the responsibility of seeing that only sterile water is served to the public in tiendas and restaurants.

Serving of water to public.

334. The serving of water to the public by means of the ordinary *tinaja* and *tabo* will not be permitted. Tiendas and restaurants will be required to use drinking water containers provided with faucets.

Tiendas near stables, morgues, etc.

335. Ordinarily, license applications should not be approved, nor food permits issued for restaurants, tiendas, and similar places within the immediate vicinity of stables where animals are kept, public laundries, morgues, crematories, garbage dumps, public closets, and establishments where offensive trades or occupations are carried on.

Cancellation of licenses.

336. Licenses and permits may be recommended to be canceled for the following reasons:

The selling of articles other than those for which the permit was issued, or for selling prohibited foods.

The using of the permit in any place other than the one specified in same.

Failure to keep premises in a sanitary condition.

Failure to keep food protected from flies and dust.

For making or permitting to be made any alteration or erasure in the license or permit.

Unsightly construction.

337. No provisional, makeshift, unauthorized or unsightly "leantos," additions, or subdivisions will be permitted in the *patios*, yards, or interiors of establishments whether constructed of iron, wood, nipa, or other material. (H–10.)

Cancellation of licenses.

338. In cases of willful disregard of the regulations of the Bureau of Health with reference to sanitation, a detailed report should be made through this office to the Collector of Internal Revenue, in

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order that question of canceling the license may be taken up with the proper authorities.

Regulations in each station.

339. A copy of these regulations in Spanish, Tagalog, and English should be kept in each health station, and carefully explained to the applicants for licenses and permits.

Aërated waters.

340. (*a*) All aërated or flavored waters must be made with distilled water or boiled water which has been kept at a temperature of 100° C. for at least one-half hour and be practically sterile at the time the bottles are filled.

Instructions to be followed in cleaning bottles, corks, etc.

(*b*) All connections from the still or boiling tanks to charging machine shall be of a permanent character.

(*c*) Bottles must be cleaned and safeguarded in the following manner and order:

Brushed in warm water.

Filled with and kept in water at a temperature of 100° C. for thirty minutes and rinsed or cooled in distilled water or water which has been boiled and is uncontaminated.

Protected from contamination until used.

(*d*) All corks, stoppers, caps, siphons, or any other parts of the containers which are not permanently attached thereto must, previous to using, be boiled for thirty minutes and rinsed or cooled in sterile water, which water shall not again be used for the same purpose.

Instructions for safeguarding sirups.

(*e*) Sirup shall be safeguarded in the following manner:

Made of sugar only and boiled in covered caldrons.

Conserved in containers which may be easily cleansed and which will protect them from contamination.

Suitable sirupers must be used so that the sirup will not be handled or contaminated between the time of boiling and that of bottling.

Personal cleanliness of employees.

(*f*) The personal cleanliness of employees is essential and the washing of their hands with soap and hot water on entering the factory and after each visit to the toilet will be required.

Premises kept clean.

(*g*) The premises shall be kept clean and well drained.

(*h*) All aërated water factories must be connected with the new sewer system.

Inspections.

341. Frequent inspections at unexpected hours should be made for the purpose of enforcing the foregoing important regulations.

Ice cream and sherbet licenses.

342. Ice cream and sherbets.—Venders of ice cream and sherbets will be required to have a Bureau of Health license in addition to the requirements of the Bureau of Internal Revenue. These license permits will be issued by Station A, and will be given only when venders have proper facilities for washing glasses and keeping the products offered for sale protected from dust and flies. Such articles should not be peddled in the streets except under such conditions as will insure absolute cleanliness.

Application to conduct.

343. Tenement houses.—Application for permission to conduct a tenement house (see sec. 699, Revised Ordinances) shall be made on Bureau of Health Form No. 88, on which shall be noted the number of rooms or apartments and the number of occupants allowed to each, and whether or not repairs to dwelling are necessary. If the conditions upon which such license may be granted are satisfied,

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Bureau of Health Form No. 89, giving license number, date of issuance and expiration, number of occupants allowed, number of rooms or apartments, etc., shall be posted in house in a conspicuous place.

Unlicensed.

344. All dwellings which come under the class of tenement houses and for which licenses have not been issued shall be reported to the Assistant Director of Health, upon which the owner or agent thereof shall be written a letter advising him of the conditions under which the house may be conducted. If such conditions are not complied with within ten days from receipt of such letter, steps will be taken to have the premises vacated of all inhabitants.

Sanitary cards.

345. The sanitary card described in paragraphs 169 and 170 hereof shall be supplied to all tenement houses, as well as to private dwellings; all official inspections shall be noted thereon.

Number of occupants.

346. Each room of the tenement house shall have a card posted in a conspicuous place on which shall be stated the number of occupants allowed for such room.

Tap water.

347. Drinking water.—Ordinary tap water contains amœbæ and should never be used for drinking or permitted to come in contact with anything that is taken internally unless it has first been boiled. (F–31.)

Cleaning of water coolers, etc.

348. All coolers or other receptacles in which drinking water is kept, should be thoroughly cleaned with water *at a boiling temperature* at least twice a week. Steam may be used if facilities exist for its proper employment. (F–31.)

Cleaning of ice.

349. Before ice is put into the receptacle it should be thoroughly rinsed with distilled or boiled water or a solution of permanganate of potassium and not brought into contact with anything not absolutely clean. Ordinary tap water should not be used for this purpose. (F–31.)

Precautions.

350. Great care should be taken that nothing which has not been recently washed in water comes in contact with the ice, or the interior of the receptacle, after it is cleaned. (F–31.)

Licenses for peddlers.

351. Requirements for street peddlers.—Street peddlers must present a permit from the Bureau of Health in order to secure the required license from the Bureau of Internal Revenue.

Where issued.

352. As peddlers sell in all parts of the city, it is deemed advisable to have all permits of this class issued by Station A, Meisic, because of its proximity to the Bureau of Internal Revenue.

Articles permitted to be peddled.

353. Permits should be given only for such drinks and foods as are sold in original packages, except the foods known as *poto*, *bibinca*, *bico*, and *calamay*, which may be peddled without further requirements than that they be carefully protected from contamination. No permits will be issued for peddling of meats and fish on the street or elsewhere, and when such food is sold in tiendas, special precautions are necessary in order that the same may be kept in good condition.

Telephone service.

354. Telephone service.—The contract between the Government and the telephone company requires that the latter be given written notice of interruption in the service and provides that no rebate in the rental shall be granted until twenty-four hours have elapsed after the company has received such notice. Therefore, all persons in charge of stations, offices, or other places at which telephones

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paid for by the Bureau of Health are used, are hereby directed to report interruptions to this office immediately by the quickest practicable means. Upon resumption of the service this office will be so notified by telephone and the time of interruption and time of resumption reported in writing.

Subpœnas.

355. Subpœna by Courts of First Instance.—Through the courtesy of the judges of the Courts of First Instance and the efforts of the prosecuting attorney, the officers and employees of this Bureau subpœned to appear before the Courts of First Instance in Manila will not be required to attend the sessions of the court until they are called for by the prosecuting attorney or other authorized officer. In view of the foregoing, those who are subpœnaed are strictly enjoined to hold themselves in readiness to be called, leaving word, if absent from the office, as to where they can be immediately found, and upon being called will repair with all possible haste to the court. (F-27.)

Failure to answer.

356. Failure to comply with above provisions will amount to noncompliance with the order of the court and will subject the offender to the penalties for such offense. (F-27.)

Information to press.

357. Information to press.—No information shall be given to the press directly or indirectly with regard to any business of the Bureau of Health unless approval of the Director of Health has been first had.

Resolution of Municipal Board regarding classification of food licenses.

358. Classification of food licenses—excerpt from minutes of Municipal Board (January 7, 1909.)—"Whereas doubts have arisen as to the interpretation of section 500 of the Revised Ordinances regarding the nature of articles which may be sold under a permit granted in accordance with the provisions of said section: Now therefore be it

"*Resolved*, That permits granted in accordance with the provisions of section 500 of the Revised Ordinances shall authorize the sale of the following enumerated articles, only:

"Uncooked fresh meats,
"Uncooked fresh fish,
"Uncooked fruits,
"Uncooked vegetables,
"Soft drinks,
"Bakery products,
"Sweetmeats, candies, and other confections,
"Ice cream,
"Dairy products,
"Canned, bottled, or bulk foods, or other commodities usually sold at grocery stores."

"Whereas there are doubts as to the interpretation of section 566 of the Revised Ordinances as to the classification of restaurants thereunder: Now therefore be it

"*Resolved*, That licenses issued under section 566 for restaurants of Class A shall be interpreted to include places having seating accommodations permitting twenty or more persons to be served at one time; and,

"*Be it further resolved*, That licenses issued under section 566 for restaurants of Class B shall be interpreted to include places having

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seating accommodations permitting less than twenty persons to be served at one time; and,

"*Be it further resolved,* That licenses issued under section 566 for restaurants of Class C be interpreted to include places where the meals are served on tables without cloths, and without napkins, and the patrons select their meals from foods already prepared and exposed to public view." (H–2.)

ARTICLE III.

HEALTH OFFICIALS IN PROVINCES.

General.

359. District health officers shall exercise general supervision over all health matters in their respective districts and will be expected to be industrious and to have initial ability and to require the same of their employees. Plenty of work can be found in every district. Mere timeservers and clock watchers are not desirable employees.

Supervision of municipal officials.

360. They shall require municipal health officials and municipal presidents acting as health officers to carry out the duties connected with their respective offices. The Director of Health enjoins upon every employee of the Bureau the exercise of the strictest courtesy toward the public and all provincial and municipal officials. They should pay their respects to such officials, through official calls, immediately upon their arrival in the municipality, beginning with the highest official.

Vaccination.

361. They shall thoroughly satisfy themselves that the prescribed semiannual vaccinations are made.

General sanitation.

362. They shall keep in close touch with all matters of sanitation. Special attention should be given to municipal markets, provincial and municipal jails, public schools and buildings.

They should make arrangements to insure an adequate supply of disinfectants for combating dangerous communicable diseases and exercise proper foresight about health matters generally.

They will forward a report to this office on January 1 of each year giving the following information for each municipality in their districts:

Estimated total amount available for expenditure during the year.

Appropriation for sanitary purposes during the fiscal year.

For salary of the president of board of health.

For medicines and disinfectants.

For municipal cemetery.

Sanitary personnel.

Police force.

Disinfecting supplies on hand and ordered.

Unappropriated balance general fund.

Cemeteries.

363. They shall enforce the laws and regulations with regard to cemeteries. (See Article V.)

Municipal boards of health, and health districts.

364. Attention is invited to the provisions of Article XIX, governing the establishments of municipal boards of health, formation of health districts, etc.

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Education of public in health matters.

365. They shall avail themselves of every opportunity to inform the public with regard to health matters, especially as to the preparation and care of food and drink, personal cleanliness, sanitary maintenance of houses and premises, etc. Special stress should be laid upon the proper disposal of fecal matter. This is of the utmost importance in view of the epidemics of cholera from which the Islands suffer, and in view of the important rôle it plays in the spread of this and other intestinal diseases.

Reports.

366. Weekly reports shall be rendered as prescribed, giving a general résumé of all health matters in the respective districts, as well as of the work accomplished during the current week or quarter. The weekly descriptive reports usually need not cover more than two pages of official letter paper.

Quarterly statistical reports are also required.

Records to be kept by district health officers.

367. In order that the records kept in the offices of all district health officers may be uniform the following system is hereby prescribed and made obligatory:

All communications received shall show the date of receipt, be serially numbered and placed upon a separate Shannon file. Copies of all communications sent out shall be serially numbered and chronologically placed upon a separate Shannon file. A suitable sized index book based upon the needs for five years shall be kept for all communications received, in which will be indexed by name, by town, and by subject, the number of each communication so that it may be readily found. A similar index book will be kept for all communications sent out. At the close of each calendar year all of the communications received and the copies of those sent out shall be wrapped into separate bundles, properly labeled, showing the year and placed in some secure and accessible place. The foregoing are the minimum requirements and nothing in this section shall be construed to prevent district health officers from keeping such additional records as may be necessary, provided that it does not interfere with the above.

Provincial records of medical inspectors and others.

All communications received or copies of those sent out by medical officers or other employees on special duty in a province when not clearly for file in the office of the district health officer or the file of the president of the municipal board of health shall upon the completion of such duty, be chronologically arranged in one bundle and forwarded to the central office for file.

Manual to be kept in health offices.

A copy of the Bureau of Health Manual must be kept in every health office.

Examination for cirujano ministrante.

District health officers before holding the examination for *cirujano ministrante*, provided for in section 5, Act No. 310 (866 Compiled Laws, Philippine Islands), will forward to this Office for approval the list of questions to be given in the examination. (H–37.)

Lepers.

368. All provincial health officials shall see that the provisions of Article VI providing for the apprehension and segregation of lepers are strictly enforced.

Dangerous communicable diseases from Manila.

369. Provincial health officials in reporting cases of dangerous communicable diseases which come from the city of Manila, must give the names, addresses, and the districts from which such cases come, in order that the source of infection in Manila may be discovered and the spread of the disease checked. (G–12.)

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Special duty reports.

370. District health officers and other employees of the Bureau of Health who are detailed on special duty in the provinces, shall render on Saturday of each week reports of the work done and localities visited during the current week, and shall give the probable itinerary for the coming week. When more than one officer or employee is ordered on special duty in one locality to be connected with the same line of work, the person designated as in charge of the party shall make report for all members thereof. (E–18.)

Unreported cases of dangerous communicable diseases.

371. Provincial health officials will be held personally responsible for the unreported existence of smallpox or other dangerous communicable diseases in their districts. Repeatedly, rumors of the existence of cholera and smallpox are received from private individuals, teachers and others, and upon investigation directed by this office it is often found that cholera or smallpox has been present for weeks. It is their duty to require local health officials to report promptly the existence of such diseases, and to transmit such information by wire to this office. Failure to establish a system of transmitting information promptly will be deemed evidence of inefficiency and sufficient ground upon which to base charges for removal. In districts where there are no health officials, the duty of reporting promptly cases of dangerous communicable diseases will devolve upon the municipal presidents.

Prompt report.

Free shipment of certain articles to lepers.

372. In accordance with the provisions of Act No. 1953 of the Philippine Legislature, families of lepers consisting of parents, spouse, brothers, sisters, sons, or daughters, are authorized to deliver to district health officers once in three months packages or parcels containing food, clothing, tobacco, letters, pictures, and generally all sorts of documents or papers, and nothing else, to be sent free of all expense to the leper members of such families for their personal use, whenever the gross weight of each of such shipments to the lepers shall not exceed 45 kilograms. The district health officer shall fix by means of notices in English, Spanish, and the local dialect to be posted on the door of each municipal building in the provinces, the date for the receipt of such articles at the provincial capital and shall make said dates coincide as far as possible with the sailing dates of inter-island mail steamers; they shall receive such articles for shipment after assuring themselves of the relationship of persons desiring to avail themselves of free transportation, and shall issue receipts therefor, and send the property so delivered without delay to Culion by the most practicable transportation route, expense of such shipments to be borne by the Bureau of Health.

Notices.

Act 1487.

373. In addition to the foregoing, attention is invited to the provisions of Act No. 1487 of the Philippine Commission, and more especially to section 18 thereof, in which further duties of health officials are outlined.

Municipal health officials.

374. Municipal health officials shall perform the duties specifically mentioned in Act No. 308 of the Philippine Commission, and shall comply promptly with all legal orders received.

Vaccination.

375. They shall vaccinate the inhabitants of their respective districts in accordance with the provisions of paragraphs 407 to 414 hereof.

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Dangerous communicable diseases.

376. Municipal health officials shall promptly report to the district health officers the presence of dangerous communicable diseases. Upon the first appearance of such disease or in other emergencies which ordinary intelligent discrimination may recognize, they shall, in addition, send a duplicate report direct to the Bureau of Health. The telegraph shall be used for making such reports, both to the Bureau of Health and to the district health officers.

Addresses.

377. *All provincial health officials while in Manila, whether on duty or on leave of absence, are required to leave their addresses at the central office. The central office shall also be notified by telegraph of all departures from station and arrival at destination. Failure to comply with these provisions will result in severe penalties being imposed.*

378. Stool specimens of first cases of suspected cholera should be forwarded to the central office whenever possible.

ARTICLE IV.

REGULATIONS FOR PROVINCIAL VACCINATORS. (F-8.)

Classification of vaccination and organization of parties.

379. The vaccination work is divided into two classes: (1) Systematic vaccination, which is done by groups or parties of vaccinators who are employed and paid for by the Bureau of Health; (2) the semiannual vaccination, which is done by persons paid by the provinces or municipalities. Briefly the Bureau of Health undertakes to vaccinate every province thoroughly at Insular expense and then expects the province or municipality to do such vaccinating as may be required later. The medical officer or sanitary inspector in charge will personally supervise the work of his group as far as practicable. No unnecessary detail of vaccinators to clerical work to the exclusion of actual vaccination will be allowed. One clerk will ordinarily be sufficient for a group, and he should be able to devote the greater portion of his time to actual vaccination.

Itinerary.

380. Upon being assigned to a province, the inspector in charge will arrange an itinerary which will take up the various municipalities in such order as will cause the minimum expenditure for traveling expenses, keeping in mind the necessity of vaccinating certain districts during the dry season because of their inaccessibility during the rainy season. A copy of such itinerary will be forwarded to the Director of Health for his information. A provincial group will usually work as a whole within a municipality, and each municipality will be completed before proceeding to the next. Departures from the regular itinerary, or the division of a group among two or more municipalities, will only be made in case of emergency, the reason for such departure being reported by letter to the Director of Health as soon as possible.

Taking of census.

381. Upon arrival in a town, the exact official census of the same should be ascertained, and the work shall not be considered completed until all persons have been vaccinated.

Order of work.

382. Whenever practicable, the inhabitants of a barrio will be caused to present themselves at some central point at an hour previously arranged for with the *presidente, concejal* or *teniente* of

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the barrio, and a sufficient number of vaccinators will be detailed to vaccinate the entire population of such barrio promptly. When such an arrangement is impracticable, barrios and pueblos will be taken up systematically, street by street and house by house, until finished. In vaccinating large barrios at such distance from the *población* as to require hiring of transportation, the vaccinators detailed to such a barrio should not leave the same until the work is completed. —transportation.

383. Vaccinators will be required to wear the prescribed uniform while on duty; to keep their person and clothing neat and clean; to give especial attention to their hands and finger nails; and to comport themselves with proper courtesy and consideration toward the public. Conduct of vaccinators.

If desired by the official in charge of party, each vaccinator may supply himself, at his own expense, with a uniform in accordance with Bureau of Health Manual, paragraphs 554, 555, 556; buttons, paragraph 564; cap ornament, paragraph 561; collar ornament, paragraph 562; badge, paragraph 563, the badge to read "Vaccinator, Bureau of Health." The badge and ornaments must be surrendered at the close of service to the district health officer in charge before final payment is made. Uniforms.

The ornaments, caps, badges, and buttons may be purchased from Alfredo Roensch & Company at the following prices: Cap ornaments, ₱1.25 each; badges, ₱1.25 each; collar ornaments, ₱0.50 per pair; buttons, large, ₱0.10 each, small, ₱0.08 each; caps with two covers, ₱2.60. (I–13.) Prices.

384. No person will be excused from vaccination except infants under one month, those suffering from an acute illness, extreme old age, and persons presenting satisfactory evidence of having been successfully vaccinated or of having had smallpox within the preceding twelve months. Hysteria or *nervios* and pregnancy will not be accepted as cause for exemption. (See par. 408.) Who shall be vaccinated.

385. Inspectors will see that vaccinators observe the following routine in performing vaccinations: Method of performing vaccination.

Scrub site of vaccination with a pledget of cotton wet with alcohol; sterilize lancet in alcohol flame; after shaking tube of virus, take same on blade of lancet; scarify, stretching skin with one hand; rub virus into scarified area with flat of blade; warn person vaccinated not to touch scarified area, nor to allow clothing to do so until thoroughly dry. No further care is necessary.

386. For each vaccination performed, the vaccinator will deliver to the subject thereof a certificate properly filled out on Form 36 B. of H. Certificate numbers will run serially for each municipality. The slip attached thereto will be delivered *undetached* from the certificate to the person vaccinated, to be subsequently detached and turned in by the vaccinator making the inspection, as outlined below. Certificates.

387. Each vaccinator at the close of the day will be required to make the proper entry upon Form 60 B. of H. of the stubs of his certificate book. Vaccinators' reports.

388. Inspections will be made from eight to twelve days after the vaccination. The result will be noted on the certificates and the detachable slip will be taken up and turned in at the end of each day to form a part of the records. Inspections.

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Amount of work to be accomplished.

389. Vaccinators will be required to work at least eight hours each day, except Sundays and legal holidays. Local holidays will not be observed. It is expected that the average number of vaccinations performed daily will not fall below 100.

Insane, lepers, blind, deaf, and dumb, etc.

390. Vaccinators will be required to make report of all lepers, insane, blind, deaf, and dumb, and of all dangerous communicable diseases encountered by them. The records of the municipal boards of health or of the municipal secretaries will be checked up with these reports, the necessary corrections made, and a copy sent to the Director of Health, through the inspector in charge of the party. If dangerous communicable diseases be encountered, the inspector in charge will at once notify the president of the municipal board of health or the municipal president, and in conjunction with them, arrange for the necessary measures of isolation, disinfection, etc.

Relations with local officials.

391. Inspectors will cultivate cordial relations with the provincial and municipal officials, and seek their coöperation, and any failure to secure same, with the reasons therefor, will be reported by letter to the Director of Health. Attention is called, in this connection, to a circular letter from the Executive Secretary, addressed to all provincial governors under date of June 30, 1904, as follows:

Letter of Executive Secretary.

"The Board of Health for the Philippine Islands is inaugurating a system whereby it is hoped that every person in the Islands may be vaccinated and the danger of infection by smallpox effectually removed. Owing to the inadequate facilities of the provincial and municipal boards of health for performing this work thoroughly, it has been decided to send two parties of forty vaccinators each, into the provinces, under the immediate charge of a medical inspector from the Insular Bureau of Health, and they will be assisted by the provincial and municipal boards of health in the various provinces and municipalities. One party of vaccinators will begin in the Province of Cagayan, the other party in the Province of Cebu, and vaccinate the inhabitants, province by province, gradually working towards Manila, until every province shall have been thoroughly covered.

"The Civil Governor requests that you issue instructions to every municipal president in your province in respect to this matter, inviting attention to the provisions of Act No. 309, Philippine Commission, and request them to render every assistance to the vaccinators of the Board of Health.

"Kindly acknowledge receipt of this circular and advise this office of the action taken in the premises.

F. W. CARPENTER,
Acting Executive Secretary.

Coöperation of municipal health boards.

392. Presidents of municipal boards of health will be under the orders of the district health officers while vaccination is being carried on in their respective municipalities, and will assist in the work. It is believed, however, that their coöperation in securing the assembling of the inhabitants of each barrio at some central point, and in other similar ways, will facilitate the work to a greater extent than their actual presence as a member of the group of vaccinators. The coöperation of the municipal presidents and police should be secured when necessary.

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Supplies.

393. Requisitions for supplies, other than vaccine virus, required in the work of vaccination, will be made on Form 1 B. of H., and will ordinarily be for such quantities as will cover the estimated needs for one month, where communication with Manila is frequent and regular. Vaccinating parties operating in remote places where communication with Manila is infrequent and irregular should carry on hand a three or six months' supply sufficient to meet conditions. The following schedule may be used as a basis when preparing requisitions:

1 lancet, one-fourth kilogram cotton, and 8 liters alcohol per man per month;
1 alcohol lamp per man;
4 Forms 1 B. of H. per month, each party;
100 Forms 36 B. of H. per man per day;
1 book, Form 20 B. of H. per man per month;
2 Forms 59 B. of H. per month each party;
2 Forms 60 B. of H. per man per month;
4 Forms 115–A per man per month.
Bills of lading to cover shipments of property returned to Manila.

The stationery to be used by vaccinating parties will, so far as possible, be confined to the following articles: Letter heads, rubber erasers, paper fasteners, black ink, scratch pads, blotting paper, wrapping paper, lead pencils, pens, and twine. Variations from the above will be made when experience indicates that it is necessary.

Vaccine virus. Ice boxes.

394. Shipments of vaccine virus for the supply of groups operating in provinces distant from Manila will be made in portable ice boxes, and requisitions will call for quantities in proportion to the frequency of communication, reliability of schedule, and facilites for preservation existing at the base of operations. Unless definite arrangements have been made with this office to have virus shipped at regular intervals, officials in charge of parties should invariably wire this office as to the number of units they desire shipped from Manila on a given date; for instance:

"HEALTH, *Manila:*

"Ten thousand, April ninth.

"MONTINOLA."

Such information should always be forwarded several days before the steamer is expected to sail from Manila. Inspectors will be notified by wire of each shipment and will arrange to receive the virus promptly. Empty ice boxes will be returned to Manila by first available transportation by such steamship lines as have agreed to return them free of charge, the date of shipment and name of vessel being wired to the Director of Health. When the base of operations enjoys frequent and regular communication with Manila, and is not more than forty-eight hours' distant, vaccine virus may be sent by mail or other convenient method without special measures for preservation, and requisition should be frequent and for small quantities.

Potency of virus.

Vaccine virus in this climate can not be depended upon to be potent for more than seven days after being removed from the

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ice box, and unless there are exceptional reasons for ordering more than seven days' supply in one shipment it should not be done.

Alcohol.

395. Whenever alcohol of 36° strength can be purchased in the provinces for ₱0.50 per liter or less, the same should be obtained there and separate bills on Form 5–A sent to this office for payment.

Pay of vaccinators.

396. Vaccinators will be paid by check from Manila, on pay rolls made up and forwarded by the official in charge of the vaccinators, under the following rules:

A single copy of the pay roll for the entire party will be made on the 23d of each month (including that date) and certified by the officer in charge of party, and forwarded to this office immediately. (F–31.)

Pay rolls.

397. The "Name," "Designation," "Period of service" (1st to 30th), and "Authorized monthly rate of pay" columns only will be filled out before forwarding. The "Amount received," "Signature," "Witness," and "Remarks" columns may be left blank. On the last day of the month telegraphic reports will be made by the chief of the party of all absences during the month. The pay rolls will be held in this office until such a report is received.

Number of vaccinators.

398. Each official in charge of a vaccination party will be furnished with a letter which will state the maximum number of vaccinators that may be employed and their rates of pay. In no case will pay rolls for an additional number be approved unless specific authority from this office is first had. The separate appointments heretofore issued by this office will no longer be required.

Promotions.

399. Officials in charge of vaccination parties are authorized to use their own judgment with regard to promotions or reductions in salary, provided that they do not exceed the highest rate authorized. It is suggested, however, that except in extraordinary instances, vaccinators be paid a lower salary than that authorized, and then gradually promoted as they show efficiency in their work.

Hiring of vaccinators.

400. In order eventually to provide experienced vaccinators in all the municipalities of the Philippine Islands, it is deemed advisable for a party to consist of only five permanent vaccinators, and the remainder of the strength to be recruited in the municipality which is about to be vaccinated. By this system each municipality will eventually have a number of persons who are experienced in vaccination work and who will be available for any emergency that might arise in the future.

Traveling expenses.

401. Traveling expense accounts must conform in all respects to the provisions of Article IX. Accounts for traveling expenses will be made by each vaccinator, monthly, in duplicate, on Form 8–A, and will be accompanied by receipts on B. of H. Form 20, also in duplicate. Vaccinators will be restricted to third-class transportation when traveling by rail or water, and to a moderate amount of baggage in all cases. No transportation expenses will be allowed for vaccinators in traveling short distances between barrios, and after the vaccination of a barrio is commenced, no transportation will be allowed except under extraordinary circumstances, until the vaccination of said barrio is completed. (See pars. 455–456.)

Checking of accounts.

402. Inspectors in charge of vaccinating groups will carefully scrutinize and check each item in the expense vouchers of his

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vaccinators, seeing that the accounts are properly rendered and that the prices entered are not in excess of those paid by native residents of the locality in which the expenses are incurred. Failure to comply with these instructions or the approval of excessive or unusual charges will be considered grounds for deducting the excess or overpayment from the salary of the inspector checking the items and certifying to their correctness.

Travel orders.

403. The medical inspector's certification of the account will be received in lieu of orders for travel within the province.

Transportation.

404. Where the hire of a carromata or other vehicle is necessary, two or three vaccinators will ordinarily occupy a single vehicle. Whenever it is more economical for the Government, vaccinators will be expected to walk if the condition of the roads will permit it; in other words, if the salary of the vaccinators for the time consumed in walking would be less than the transportation, vaccinators will be expected to walk unless there is some excellent reason to the contrary.

Discharge of vaccinators.

405. In every case of discharge of vaccinators for reasons which would prohibit their reëmployment, report of all ciscumstances shall be made by person in charge of party, whereupon notice of such will be sent to all officers in charge of parties throughout the Islands and the person or persons discharged shall not be reëmployed under any circumstances except upon approval first obtained from this office. All vaccinators will be made cognizant of this report. Cedula numbers will be forwarded with above-mentioned advice of discharge. (F-22.)

Consolidated reports.

406. Immediately after the conclusion of each month, inspectors will forward to the Director of Health a consolidated report on Form No. 59 B. of H. of all vaccinations and inspections accomplished during the month by their groups, and will note on the bottom of the report the amount of virus on hand on the first day of the month, the amount received during the month, the amount expended during the month, and the amount on hand on the last day of the month. All Forms 36 B. of H. (Hubs) pertaining to each municipality will, when complete, be delivered to the municipal president or the municipal secretary as a part of the permanent records of such municipality.

Rules for compiling reports.

To avoid misunderstanding in the matter of rendering consolidated vaccination reports, the following rules must be observed in the future:

1. All consolidated vaccination reports on Form No. 59, B. H., should be prepared by the district health officer to cover a period from the first day to the last day of the month, and should not include partial periods.

2. Each line of this form must be used for a single municipality, giving all the vaccination data of such municipality for the month, and the totals should be added and written on the bottom line.

3. The names of vaccinators and inspectors of vaccinations may be entered simply to give a list of them, since their record of efficiency, length of service, etc., is now kept separately from statistical information.

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4. Vaccination Form No. 60, B. H., should never be sent to this office. They should be consolidated by the health officer and kept by him as a part of his records.

5. The consolidated vaccination reports should be prepared and forwarded as soon as possible after the end of each month, and district health officers will instruct their subordinates to send in their municipal reports with the least possible delay after the close of the month.

Semiannual vaccination.

407. Semiannual vaccination of municipalities.—After a province has been entirely vaccinated by the general systematic plan, and the regular vaccinating party assigned thereto removed or discharged. presidents of municipal boards of health will vaccinate their respective districts during the months of January and July of each succeeding year, in accordance with the following instructions:

Who shall be vaccinated.

408. No one shall escape vaccination except infants less than 1 month old, persons suffering from acute diseases, and persons who can present satisfactory evidence of having been successfully vaccinated at a recent date or of having had smallpox. Special care must be taken to vaccinate all children of both sexes over a month old and all adults who escaped previous vaccination or were vaccinated without results. (G–1.) (See par. 384.)

Supervision of vaccination.

409. This vaccination will be done in person or verified and supervised by presidents of municipal boards of health and by the sanitary inspectors which the respective provincial boards and municipal councils authorize. (G–1.)

Method of vaccinating.

410. The method of vaccinating is fully outlined in paragraphs 385 to 388 hereof, which instructions shall be followed explicitly.

Supplies.

411. District health officers will make requisition for the necessary vaccine and B. of H. Forms 59 on this Bureau. All other supplies and forms will be furnished by the municipalities or provinces. Requisitions shall be made for only such quantities of vaccine as can be used in seven days, as the vaccine loses its potence if kept longer, and if time can be gained thereby district health officers should ask this bureau to send the virus directly to the municipality in which it is required. (G–1.)

Postage on empty tubes and boxes.

Attention is invited to the fact that in most instances in returning empty vaccine tubes and tin boxes almost twice the amount of postage necessary is used. These boxes should *not* be sealed, but wrapped in heavy paper and tied with twine and addressed to the Director of Health, whereupon they will go as fourth class mail. They should be weighed and the correct postage (2 centavos for each ounce or fraction thereof) placed thereon accordingly. I–16)

Small requisitions.

412. Requisitions for small quantities of supplies made directly upon this office may be submitted by municipalities in direct and frequent communication with Manila. (G–1.)

Reports.

413. On the completion of the vaccination in each municipality a report will be made of the number of persons vaccinated and all other data required on Form 59, which information will be included in the consolidated report of the district health officer. (G–1.)

Work to be supervised by district health officers.

414. District health officers will see that the provisions of paragraph 408 to 413 hereof are put into effect by all municipal health officials. When municipalities have no health officers, the

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district health officer shall appoint a suitable person to carry on the work at the expense of the municipality. Upon the district health officer will devolve the duty of training any unexperienced men in this line of work.

ARTICLE V.

CEMETERY RULES AND REGULATIONS.

(Under Act 1458.)

415. All cemeteries that are established in the future must satisfy the conditions imposed by paragraphs 69 to 107 hereof (including Act No. 1458) and by the following cemetery rules and regulations approved by the Secretary of the Interior February 5, 1909, and which are in effect statutory law: Cemeteries.

CEMETERY RULES AND REGULATIONS.

SECTION 1. All cemeteries now existing or hereafter established must conform to the requirements of Act No. 1458 of the Philippine Commission, and be governed by the following regulations: *Provided*, That where strict adherence to these regulations is rendered impracticable by any existing condition, same may be deviated from, subject to the approval of the Director of Health. Cemeteries, rules. Proviso, deviation from.

GENERAL.

SEC. 2. (*a*) Cemeteries shall be traversed by a main road 2 meters wide, from the main entrance to the opposite side, and, beginning at the main entrance, at a distance, of every 30 meters, this main road shall be intersected at right angles by paths at least 1 meter in width traversing the cemetery from one side to the other. Driveways and walks.

(*b*) Each cemetery shall be divided into not less than four sections, and interments shall be made consecutively, subject to the provisions of section 3 of these regulations, in one of these sections, until such time as the space in said section shall have been completely utilized. Divisions, interments made consecutively in.

(*c*) Cemetery sites shall be inclosed by a stone wall, or by a fence, preferably of iron, so constructed as to prevent the entrance of animals, and provided with a gate or door which can be securely locked. Inclosures.

(*d*) Trees, shrubs, flowers, etc., may be planted only in such manner as will not obstruct the area set aside for graves. Vegetation.

(*e*) The cemetery shall be open for interments every day between the hours of 6 a. m. and 6 p. m. Between the hours of 6 p. m. and 6 a. m. the cemetery gate or door shall be closed and locked, and no one except the administrator, the caretaker, an authorized inspector of the Bureau of Health, or other authorized person, shall be permitted to enter cemeteries between these hours, except upon written authority of the administrator of the cemetery: *Provided*, That special permits for interments in cemeteries may be granted by the administrator to such person or persons as may desire to inter his or their dead between the hours of 6 p. m. and 6 a. m. or when interment is considered a sanitary necessity by the health authorities. Hours of admittance. Proviso, special burial permits.

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GRAVES.

Consecutive.

SEC. 3. (*a*) Graves shall be dug side by side, in a row, and shall be numbered consecutively.

Depth.

(*b*) Graves shall not be less than 1½ meters deep.

Area.

(*c*) The grave for an adult shall occupy not less than 3 square meters of ground, which space shall be utilized as follows:

The space allotted for the grave of an adult shall not be less than 2 meters long and 85 centimeters wide, and on all sides of same there shall be an unoccupied space 20 centimeters wide. Thus, the entire space allotted for an adult shall not be less than 2.4 meters long, and 1.25 meters wide.

There shall be an open unoccupied space, 40 centimeters wide, between each two adjoining graves.

Markers.

(*d*) There shall be placed at the head of each grave a marker of wood or other suitable material, which shall bear the number of the grave. These markers shall be of uniform size and shape, and shall be constructed so as not to prohibit the placing of any tombstone.

Private plots.

(*e*) In case any person or persons desire to secure a plot or plots of ground in cemetery for the exclusive use of himself or themselves, or for the exclusive use of such other person or persons as the owner or owners of said plot or plots may designate, interments may be made therein as desired by said owner or owners, provided that an open space between graves, at least equal to that provided for in subsection (*c*) of section 3 of these regulations be maintained.

—tombs.

The owner or owners of said plot or plots may construct and maintain thereon any tomb or niche, which he or they may desire, subject to the provisions of these regulations governing tombs and niches.

—records.

The administrator of the cemetery shall keep a record of all interments made in private plots, and shall furnish such information to the municipal secretary (if the cemetery is not under the jurisdiction of the municipality), as provided for in the second paragraph of subsection (*b*) of section 5 of these regulations.

DISINTERMENTS.

Disinterments and transfers.

SEC. 4. The disinterment of bodies from cemeteries, and the transfer of bodies from place to place, is strictly prohibited except in accordance with sections 18, 19, 21, 22, 23, 24, and 25 of Act No. 1458.

CEMETERY REGISTER.

Registers.

SEC. 5. (*a*) The municipal secretary shall enter in the death register, section 3 of Municipal Form No. 23, the name of the cemetery in which the body has been buried, and the number of the grave which it occupies. Tenientes of barrios, or persons other than the municipal secretary, who are authorized to issue burial permits, shall, when making reports to the municipal secretary of the burial permits issued, also state therein the cemetery in which

—grave number.

each body is interred and the number of the grave which it occupies, in order that the municipal secretary may make a record of the same in the register of deaths.

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Plans. —nonmunicipal cemeteries.

(*b*) The administrator of each cemetery not under the jursidiction of the municipality shall prepare a plan of his cemetery in triplicate (one copy of which shall be retained by the administrator, one copy furnished the municipal secretary, and one copy furnished the Director of Health), in which shall be indicated any driveway, walk, building, etc., which has been constructed in the cemetery; and, in addition, the number of spaces equal to the number of graves which may, under the foregoing provisions, be dug in each cemetery, shall be indicated thereon. These spaces shall be numbered consecutively, beginning with No. 1. Each time application is made to the administrator for permission to inter a body in the cemetery under his jurisdiction, he shall designate to the caretaker the space which shall be used for said interment, subject to the provisions of section 3 of these regulations, and shall mark corresponding space on retained copy of plan "occupied."

The administrator shall also advise the municipal secretary of every body interred in his cemetery, and of the number of the grave said body occupies.

—municipal cemeteries.

(*c*) The municipal secretary shall prepare a plan of each cemetery under the jurisdiction of the municipality in duplicate (one copy of which shall be retained by the municipal secretary and one copy furnished the Director of Health), in which shall be indicated any driveway, walk, or building, etc., which has been constructed in cemetery; and, in addition, the number of spaces equal to the number of graves which may, under the foregoing provisions, be dug in each cemetery, shall be indicated thereon. These spaces shall be numbered consecutively, beginning with No. 1. Each time application is made to the municipal secretary for permission to inter a body in any cemetery under the jurisdiction of the municipality, he shall designate to the caretaker the space which shall be used for said interment, subject to the provisions of section 3 of these regulations, and shall mark the corresponding space on retained copy of plan "occupied."

CARETAKER.

Duties; repairs, etc. —administrator.

SEC. 6. (*a*) Each cemetery shall employ a caretaker, whose duty it shall be to dig graves; to remove all weeds and rubbish from the cemetery; to keep the roads, paths, trees, and plants in good condition constantly; to keep the wall or fence and gate in good repair; to keep grave markers in proper position, and to perform any other labor which may be required to keep the cemetery in good condition at all times. It shall also be the duty of the administrator to require the owners of monuments or other property in the cemetery to keep the same in good condition.

Graves.

(*b*) The caretaker shall see that each grave is dug at least 1½ meters deep; that graves are dug consecutively, side by side, in a row; that each grave is of the proper length and width, and that the free space of 40 centimeters between adjoining graves is strictly preserved. The administrator shall see that each body is buried in the space allotted thereto on the plan under the provisions of subsections (*b*) and (*c*), section 5, of these regulations.

Hours of admittance.

(*c*) The caretaker shall be ready to open the gate of the cemetery between the hours of 6 a. m. and 6 p. m. on any day, and between the hours of 6 p. m. and 6 a. m. when special permit for entrance

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into cemetery is granted by the administrator. The caretaker shall be the custodian of the key of the cemetery.

Burial permits. (*d*) The caretaker shall not permit the interment of any body in the cemetery unless accompanied by a proper burial permit, which shall have been issued within forty-eight hours from the time presented to him, and he shall permit no disinterments to be made unless a proper permit therefor is presented.

Inspections. (*e*) The administrator shall, as often as necessary, at least once every two weeks, make a personal visit to the cemetery in order to see that the provisions of these regulations are being carried out in every respect, and shall be held responsible for failure to perform faithfully all obligations herein imposed upon him, unless he can present a reason, satisfactory to the Director of Health, for the nonperformance of said obligations. The caretaker shall, at all times, keep in close communication with the administrator of the cemetery, from whom he shall receive his instructions, and whom he shall constantly keep informed as to the condition of the cemetery.

NICHES AND TOMBS.

Sealing of. SEC. 7. (*a*) All occupied niches and tombs shall be kept hermetically sealed with cement.

Records, plans. (*b*) Niches and tombs shall be numbered consecutively. A record and plan, similar to those outlined in subsection (*b*), section 5, of these regulations, shall be kept (one copy of plan being retained by the administrator, one copy furnished the municipal secretary, and one copy furnished the Director of Health, if the cemetery is not under the jurisdiction of the municipality, or one copy retained by the municipal secretary and one copy furnished the Director of Health, if the cemetery is under the jurisdiction of the municipality), and each time a niche or tomb is filled, the space on plan corresponding to niche or tomb shall be marked "occupied." The spaces on plan corresponding to all unoccupied niches and tombs shall be so indicated. In cemeteries other than municipal, the administrator shall advise the municipal secretary of every body interred in niches and tombs, and of the number of the niche or tomb said body occupies.

Disinterments. (*c*) Disinterments from niches and tombs shall be made only under the provisions of sections 18, 19, 23, and 24 of Act No. 1458.

Sanitation. (*d*) It shall be the duty of the administrator of each cemetery to see that the niches and tombs in his cemetery are maintained in good sanitary condition, and are kept in constant state of good repair.

Exhumations. (*e*) The disposition of all remains exhumed from niches and tombs shall be made strictly in accordance with sections 18, 19, 23, and 24 of Act No. 1458.

Reopening. SEC. 8. Cemeteries which have been closed on account of being overburied may be reopened upon the written approval of the Director of Health after a period of five years has elapsed, and shall be maintained thereafter strictly in accordance with these regulations.

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Violations.

SEC. 9. It shall be the duty of the municipal authorities to report to this office any violation of the foregoing regulations.

Prosecutions.

SEC. 10. No charges shall be made before a court or justice for any infraction whatsoever of these regulations until full report thereof shall have been made to the Director of Health and his authority obtained for the filing of such charges in the proper court.

Immediate adoption.

SEC. 11. The above rules and regulations shall immediately be adopted and put into force in all cemeteries existing with the approval of the Director of Health, and a revised plan of each cemetery, made in accordance with the provisions hereinbefore outlined, furnished the Director of Health.

—force of law.

SEC. 12. The above rules and regulations, having been drawn up under the provisions of section 36, Act No. 1458, shall have the force and effect of law.

VICTOR G. HEISER, *Director of Health.*

Approved:

DEAN C. WORCESTER, *Secretary of the Interior.*

Protection from elements.

NOTES.—(1) It would be desirable to construct in each cemetery a small, neat house or shed to protect mourners from the sun or rain.

Sketch.

(2) For the information of the administrator, a sketch is attached hereto, indicating the general plan to be followed in establishing or maintaining cemeteries, and the manner in which the records should be kept by the municipal secretary and by the administrator, in accordance with the provisions of section 5 of these regulations.

25-meter zone.

(3) It is not specifically required that the zone of 25 meters which, according to law, must surround the cemetery, be owned by the administrator or owner of the cemetery. A guaranty that the requisites of the law will be complied with in said zone is all that is desired, and if this can be obtained in the form of a legal document, this office will have no objection to such procedure.

The zone may be either inside or outside of the fence surrounding the cemetery. The important question is that it must surround the area used as a burial ground. (See plan, p. 78.)

Date of closure recommended.

(4) District health officers and other persons recommending the closing of a cemetery must state the date on which the cemetery should be closed to avoid the difficulties which may arise in case the recommendation be approved without other arrangements having been made.

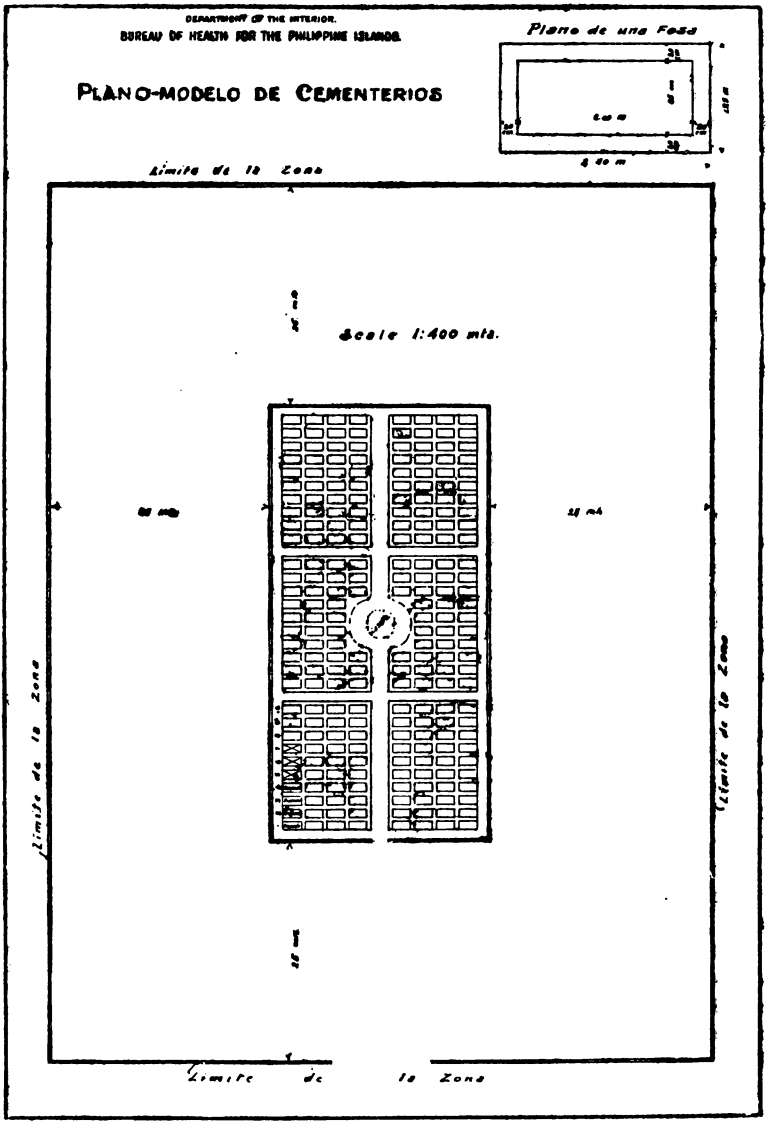
Municipal cemeteries.

(5) The Governor-General is of the opinion that at least one municipal cemetery should be established in each municipality, and such number of other cemeteries belonging to the various religions in the municipalities or to private persons as may be necessary, in order that all further difficulties originating from religious differences may be avoided.

Substitution of "X" for "occupied."

(6) When the scale of the plan is so small that it does not admit of the insertion of the word "occupied" in the space representing the grave, an "X" may be substituted therefor.

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DEPARTMENT OF THE INTERIOR.
BUREAU OF HEALTH FOR THE PHILIPPINE ISLANDS.
PLANO-MODELO DE CEMENTERIOS
Plano de una Fosa
Limite de la Zona
Scale 1:400 mts.
Limite de la Zona
Limite de la Zona
Limite de la Zona

Testing of cemeteries.

416. When application is made for the reopening of old cemeteries in accordance with section 8 above, thorough tests of the ground shall be made by digging trenches 1½ meters deep in various sections of the cemetery in order to ascertain whether or not the remains of persons formerly interred therein are encountered. Such remains, if encountered, shall be reburied at a depth of 1½ meters. If in the opinion of the health officials the cemetery is sufficiently sanitary as to warrant its reopening, permission will be granted in accordance with said section 8.

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NOTE.—The bones of human remains which have been buried five years or more after being cleaned and disinfected may be deposited in churches. Deposit of bones in churches.

ARTICLE VI.

COLLECTION OF LEPERS.

417. Attention is invited to paragraphs 51 to 56 hereof (Act No. 1711, providing for the apprehension, detention, segregation, and treatment of lepers in the Philippine Islands). Lepers; Act 1711.

When lepers are apprehended notice should be given to the Director of Health, and until he orders a collection municipal presidents should be requested by district health officers to keep them under surveillance and when necessary to provide maintenance the same as for other indigent persons. Apprehension, detention.

418. At least one collection of lepers has been carried out in every province of the Philippines, and some of them have been gone over three or more times. The only hope of completely eradicating the disease from the Islands consists in finding future cases in the incipient stage, and keeping them isolated until they can be transferred to Culion. Incipient cases.

419. District health officers and other medical men connected with the Bureau of Health are specially directed to familiarize themselves with the early signs and symptons of the disease in order that the plan of segregation may be carried out. Special attention is invited to the fact that experience in the collection of over 3,000 lepers has shown that one of the early manifestations of the disease is a small ulcer or the resulting scar on the septum of the nose located at the junction of the bony and cartilaginous portion thereof. Scrapings from these lesions when microscopically examined frequently show the presence of the disease when all other methods of diagnosis fail. Cases in which there is anesthesia or local numbness or contractures of the fingers or toes, particularly those in which there is interosseous atrophy, should be regarded as suspicious, and blood specimens carefully taken from the septum of the nose should be sent to the Bureau of Health for examination. Diagnosis.

420. The suspected surface should be scarified in much the same manner as a vaccination is performed, and the resulting small drop of blood serum and tissue should be smeared as thinly as possible upon a microscopic slide which has been previously thoroughly cleansed. In suspected leprous nodules, a small puncture may be made with a needle and a drop of blood therefrom put on a slide as suggested above. The slide should be properly identified with a label and a statement should be forwarded to the central office showing the name, age, sex, and residence of the individual from whom the specimen was taken. Method of taking specimens.

421. Families and houses in which cases of leprosy have occurred heretofore should be carefully watched at all times for additional cases. Contacts of former cases.

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ARTICLE VII.

QUARANTINE. (H-5.)

Authorized quarantine.

422. Since the passage of Act No. 1340 authorizing the Director of Health, with the approval of the honorable the Secretary of the Interior, to make and promulgate quarantine regulations for the government of all vessels at all ports of the Philippine Islands, except ports of entry, and by virtue of the last paragraph of section 5 (*a*) of Act No. 1407, which confers on the Director of Health, subject to the approval of the Secretary of the Interior, the right to "revoke or modify any order, regulation, by-law, or ordinance of any local board of health or of any municipality, except the city of Manila, concerning any matter which in his judgment affects the public health," this Bureau has recognized only three kinds of quarantine as permissible in the Philippine Islands: (1) That imposed by the officers of the United States Public Health and Marine-Hospital Service at ports of entry; (2) that imposed by authority of the Director of Health, (3) house or place quarantine. While subsequent Acts have not deprived municipal boards of health of that power and authority granted by section 5 of Act No. 308, to make and enforce such quarantine regulations with reference to their municipalities as they deem necessary, yet it is held by this office that such measures must have the approval of the Director of Health. This interpretation of the law is sustained by section 11 of Act No. 1487, which makes it necessary for district health officers to obtain the aforesaid approval before making or enforcing quarantine measures in their respective districts.

House quarantine.

423. District health officers and presidents of municipal boards of health may impose such house quarantine as may be warranted by the circumstances or by the nature of the disease, without the previous permission of the Director of Health.

Quarantines affecting commerce.

Applications for.

424. No quarantine measures affecting commerce shall be instituted at other than ports of entry without the previous authority of the Director of Health and of the Secretary of the Interior. Applications for such approval must set forth the reasons therefor and the facilities available for maintaining the measures to be instituted.

ARTICLE VIII.

DISINFECTION. (H-1.)

Disinfection.

425. In order that disinfections may be effective, they must be performed intelligently and systematically, and to this end the following instructions shall be observed:

—of contacts.

426. Ordinarily, a thorough washing of the exposed parts of the body and a change of clothing will be sufficient, but for thorough disinfection, the individual should take a complete bath with soap and clean water, shampooing the head and hair and removing the soapsuds from the body by rinsing with clean water; then rub down with alcohol, washing the entire body in a 1–4,000 corrosive sublimate solution (1–1,000 solution is too strong) and taking care that the solution reaches all parts of the body. Make sure that

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the corrosive sublimate does not get into the eyes, and remember that it is strongly poisonous when taken into the system. Do not use carbolic-acid solution for disinfecting the body, as sufficient carbolic acid may sometimes be absorbed by the skin to cause fainting and serious symptoms of poisoning in those who are susceptible.

—of textiles and fabrics.

427. Immerse all blankets, garments, mats, hats, *chinelas*, crockery, and other nonmetallic articles that may be infected in a 1–1,000 corrosive sublimate solution or a 5 per cent solution of carbolic acid. Metallic articles may be placed in carbolic solution. Garments soiled with feces or vomit should be soaked in carbolic-acid solution, and carbolic-acid solution should be also used for porous earthenware, metal cooking utensils, knives, etc. The immersion should be complete, and must be maintained for at least twenty minutes. The articles should then be removed and allowed to dry in the sun. It should always be remembered that when no chemical disinfectants are available that almost anything may be disinfected by boiling, and this method should be used whenever an emergency arises or it is otherwise desirable. Easily movable articles should be taken outside of the house for disinfection in order that they may not be recontaminated.

Disinfecting by boiling.

—of houses.

428. Where houses may be disinfected and their destruction is not necessary, collect any loose straw, pieces of wood, paper, or other combustible material in the house, remove it and burn it at once. Spray or mop the walls thoroughly with a 5 per cent carbolic-acid solution or equivalent recommended by the Bureau of Health and mop the wooden floors, or better, scrub them with a stiff brush, using the solution freely. Dirt or stone floors should be sprayed thoroughly with a 5 per cent solution of carbolic acid and then given a complete coating of good "milk of lime" or of chlorinated lime solution. This coating should not be removed for at least twelve hours. In the case of plague, the underlying dirt should be removed, a cement floor put in and the building made rat-proof before it can be regarded as safe for habitation. All woodwork and masonry about the house should be repainted or whitewashed. Free access of air and sunlight to the interior of rooms should be secured.

—of buildings which can be made air-tight.

429. Buildings which can be made air-tight may be sealed up and disinfected with formaldehyde gas. The contents of stores consisting of articles other than meats, fish, fruits, vegetables, and similar food stuffs may be disinfected by formaldehyde gas in the store building, or removed to some suitable tight room for disinfection. Where formaldehyde gas is used, all cracks must be carefully sealed. The gas should be liberated by placing for each cubic meter of air space to be disinfected 240 grams of permanganate of potassium into a bowl and when everything is ready for a quick exit pouring 500 cubic centimeters of formalin over the permanganate of potassium. The bowl containing the permanganate of potassium should invariably be placed inside of a large nonburnable receptacle, like a deep dish, into which water must be added so as to prevent fire.

Destruction of vermin, rodents, etc.

430. Sulphur dioxide should be used whenever it is desired to fumigate a building to destroy vermin, rodents, etc. The gas should be generated by placing, for each cubic meter of air space to be

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fumigated, sixty-five grams of roll sulphur into an iron pot and after adding a few tablespoonfuls of alcohol it should be ignited with a match. The iron pot should always be placed into a large receptacle, like a dishpan, containing water. Care must be exercised to remove all articles which are easily bleached.

Destruction of property.

431. The destruction of property other than pillows or mattresses used by the sick, to prevent contagion, will rarely be necessary. No article should be destroyed except by authority of the Director of Health.

Inventories with valuation should be submitted for all property destroyed.

Disinfection of wells.

432. When disinfecting wells, sound the well and estimate the quantity of water from its depth and diameter. Add enough potassium permanganate, dissolved in a bucket of water, to convert the contents of the well into a 1–1,000 potassium permanganate solution. Mix this solution thoroughly with the water in the well; wash down the sides of the well with the resulting weaker solution; if possible, have the stone sides scrubbed with a stiff brush, using plenty of the potassium permanganate solution in the well. Leave the well undisturbed for twelve hours. If at the end of that time the water in the well is not a deep wine color, add the same amount of potassium permanganate, in solution, and let it stand an additional twelve hours, after which empty the well by pumping or bailing out the water until that which remains is clear.

To find contents of wells.

(To find the contents of a well in liters, measure the diameter in centimeters and square it, and then multiply it by the number of centimeters representing the depth of the water, after which multiply by 0.7854 and divide the product by 1,000, which will give you the number of liters in a circular well.) (See par. 725.)

—of cesspools, vaults, etc.

433. To disinfect vaults, cesspools, etc., add chlorinated lime solution up to at least 10 per cent of the contents of the cesspool or vault, mixing thoroughly. Repeat this at the end of twenty-four hours. "Milk of lime" may be used in the same proportion as the chloride of lime solution but it does not deodorize as efficiently. (For another method see par. 726.)

Cholera.

434. Important.—When cholera is present in a community, all stools that have been passed before cases come under observation should be disinfected with a 5 per cent carbolic solution or equivalent recommended by the Bureau of Health and the place where they have been deposited should be thoroughly saturated with carbolic solution. If carbolic solution is not available, hot water may be used. Stools of all cholera patients and contacts should be passed into a vessel containing a 5 per cent solution of carbolic acid.

Disinfection of hands.

435. A bowl, containing a 3 per cent solution of carbolic acid or equivalent recommended by the Bureau of Health should be placed in every house where cholera has occurred or in communities where the disease is rife, and all persons must wash their hands in this solution before partaking of any food.

Earth closets.

436. In the absence of modern closets, a dry earth closet, consisting of a pit dug in the ground with fresh earth piled on the side for use after the deposit of each stool for covering same, shall be employed by all the inhabitants. (See part 2. Art. XXVI.)

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Observations on special disinfectants.

437. Carbolic acid.—This is a disinfectant because it is directly poisonous to bacterial life. Do not attempt to mix carbolic-acid solutions in a spray pump, but put a measured amount of water in a pail, add the measured amount of carbolic acid and mix thoroughly by stirring; then draw into the pump. Use exact quantities of water and acid in making carbolic-acid solutions; the same rule applies also to other disinfecting solutions. Too weak solutions will not kill bacteria, and too strong ones are unnecessary. Disinfection is not a matter of guesswork. Five per cent carbolic-acid solutions should be used for disinfection of houses and 3 per cent for the disinfection of clothing and other articles. A 5 per cent solution may be made by adding 50 grams of carbolic acid to each liter of water; a 3 per cent solution may be made by adding 30 grams to each liter of water. A 5 per cent solution of carbolic acid is too strong for the hands, and the utmost care is necessary in order that no accidents may occur.

438. Corrosive sublimate.—This substance is directly poisonous to bacteria. Never bring corrosive-sublimate solutions into contact with metal; it will attack the metal and at the same time lose its own germicidal powers. Do not use a corrosive-sublimate solution to disinfect fecal or vomited matter as it is rendered inert by the albuminous matter present in the feces or vomit. Do not make up such a solution with dirty or hard well water as these decompose the corrosive sublimate and impair or destroy its disinfecting powers. For the disinfection of houses and clothing use a solution of 1–1,000 strength. This is made by adding 1 gram of corrosive sublimate and 2 grams of hydrochloric acid to each liter of water in a wooden or enameled container, stirring until dissolved. Sea water is superior to all others for making solutions and when it is used the addition of hydrochloric acid is unnecessary. Have the corrosive sublimate weighed out in advance and put up in packets ready for use as required. Never use corrosive solutions in a spray pump. Corrosive-sublimate solutions brought into contact with clothing smeared with pus, blood, vomit, or feces coagulate the albuminous matter present and produce permanent stains on the cloth.

439. Quicklime.—This substance is a disinfectant because it is a strong caustic alkali, like lye, and disintegrates and dissolves the bacteria. Never use lime dry; it is a disinfectant only when wet and it disinfects only that which it touches. To be of any use for disinfection, it must be freshly burned, as stored lime soon spoils on exposure to the air and becomes inert and worthless. Good lime slakes on addition of water, giving off bubbles and much heat, and like lye will attack and roughen the skin if brought into contact with it. Much of the local lime is air-slaked and the employment of such lime means a useless waste of time and labor, and as it does not disinfect, its use gives a false idea of security. Each sample of lime should always be tested before using; if it does not rapidly absorb water and slake, and give off heat, and if the finger can be inserted into a mass of the same without experiencing pain, the lime has no disinfecting properties and should under no consideration be used. Lime should always be used wet in the form of "milk of lime." This is made by stirring about 1 kilogram of quicklime in each liter of water used. It should be applied like whitewash to floors, walls,

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and similar surfaces, using a brush or broom and applying the "milk of lime" in an even coating or layer over the entire surface to be disinfected. "Milk of lime" is an excellent disinfectant for fecal matter, but a sufficient quantity must be mixed with feces. It is not enough to sprinkle merely a little "milk of lime" over the feces, but at least 10 per cent of the bulk of the "milk of lime" must be thoroughly mixed with the estimated quantity of feces to be disinfected. "Milk of lime" injures clothing.

440. Chlorinated lime.—This is a disinfectant because of the chlorine gas which it gives off; this gas kills bacteria by chemically uniting with them. It is quite different from quicklime in its composition and its manner of destroying bacteria. Like quicklime it rapidly deteriorates and becomes worthless as a disinfectant. If any sample of chlorinated lime does not give off a strong irritating odor, it can not be relied upon as a disinfectant and should not be used. Chlorinated lime must not be used dry, but always in a water solution; the proper strength of solution is made by stirring one-half a kilo of good chlorinated lime into 1 liter of water. A surface to be disinfected with this solution should be thoroughly wet down. Chlorinated lime is a good deodorizer. When used to deodorize and disinfect feces, at least 10 per cent of the above solution, by bulk, must be added to each estimated part of the feces. Chlorinated lime is a strong bleaching agent and spoils the color of clothing.

ARTICLE IX.

TRAVELING EXPENSES. (F–6.)

Traveling expenses.

441. This article is intended to govern the submission of claims to this Bureau for reimbursement for traveling expenses necessarily incurred in complying with official orders.

Forms of vouchers.

442. Vouchers in all cases of reimbursement for traveling expenses should be made out in duplicate on General Form 8–A, and the following requirements are essential for the approval and auditing of the vouchers:

Calendar month.

443. Vouchers must be submitted for one calendar month only; those forwarded covering two or more calendar months or parts of months will be returned for correction.

Forward monthly.

444. Vouchers must be forwarded monthly, regardless of the amount, and not later than the 10th of the month next succeeding that during which the expense was incurred. Any vouchers forwarded after that date must be accompanied by an adequate explanation of why they were not forwarded by the date specified above.

Forwarded through superior officers.

Employees will forward their vouchers through their immediate superiors for approval and certification. Officers in charge of employees wil be held responsible for all losses through unnecessary delay or neglect.

Caption.

445. The name of the person to whom the money is payable must be entered at the top of the voucher.

Inclusive dates.

446. The inclusive dates covering the period for which reimbursement is claimed must be entered in the space therefor.

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447. The item for which money has been expended, with the corresponding amount spent, should be entered, showing clearly why the expenditure has been made. These items should be dated chronologically. Items in detail.

448. Each item, however small the amount, except per diems, should be supported by a subvoucher, and the number thereof entered upon the voucher; otherwise, the item will be disallowed unless a reasonable explanation is given for the absence of such subvoucher. Subvouchers.

449. An appropriate certificate, according to the class of the person to be reimbursed, and exactly in the form given hereinafter, should be placed on the face of the voucher, and signed with the official title of the employee or officer whose duty it is to sign such certificates. The printed certificate at the bottom of the voucher should be signed and sworn to before an officer who is authorized to administer oaths, and his title and stamp should be affixed in order to show clearly that he is so empowered. Certificates.

450. The receipt at the bottom of the voucher should be signed by the person to be reimbursed, before forwarding to this office, and the signature should correspond exactly in spelling with the name placed at the top of the voucher. If all names are spelled in full at the top, and only initials are used at the bottom, the signature is not valid, and *vice versâ*. Signature.

451. All signatures by mark, as well as signatures in Chinese, Japanese, or other characters, on vouchers and subvouchers, must be witnessed. By mark.

452. Reimbursement vouchers for vaccinators should be submitted by them for certification to the officer in charge of the party, who will scrutinize closely the prices paid, distances traveled, whether or not the journey was necessary and, if so, whether or not transportation was necessary. Special attention should be paid to charges for parties, in which the charge is divided among a number of men, to see that the sum total of the amount spent for transportation for a certain journey does not exceed a reasonable per capita allowance. In no instance should the provincial tariff be exceeded. Experience has shown that the service can usually be obtained for less. When the transportation of a party is paid by one person, subvoucher covering such expenditure must be accompanied by the following certificate: Vaccinators' expenses. Per capita allowance.

"I hereby certify that this amount was paid for the transportation of the following men: (Give the names of the persons transported); and that no other or further claim will be made by any of them, or myself, for reimbursement for this travel." Certificate.

453. In case of disapproval of prices paid by the vaccinator by the officer in charge of the party, the amount should not be erased, but crossed out in red ink, and the amount allowed entered above the amount crossed out, both on the voucher and the subvoucher. When one amount is allowed to one vaccinator, and larger amounts are allowed to others, for traveling between the same places, all vouchers will be reduced in this office to the smallest amount allowed, unless adequate explanation is given as to why the larger amounts are certified. When two or more persons use the same vehicle, Disapproval. Unequal allowances.

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each paying his part of the hire thereof, subvouchers should show what part of the hire it represents, as "one-half" or "one-third," etc.

Part hire.

Vaccinators' certificates.

454. Upon final inspection of the voucher by the officer in charge, the following certificate should be placed upon the face of the voucher and signed before forwarding it to this office for approval:

"I certify that the above account is correct and just, that the charges are reasonable, that the travel was performed as stated and was necessary for the public service."

Transportation.

455. Vaccinators will be restricted to third-class transportation when traveling by rail or water and to a moderate amount of baggage in all cases.

Transportation between barrios.

456. No transportation expenses will be allowed to vaccinators when traveling short distances between barrios, and after the vaccination of a barrio is commenced, no transportation will be allowed except under extraordinary circumstances, until the vaccination of said barrio is completed.

Falsification.

457. Special attention is called to the fact that in some cases it has been proved that the signatures on subvouchers purporting to have been made by different persons were in reality all made by one person for the convenience of the vaccinator. This amounts to falsification of a public document, and such cases will be rigorously dealt with and prosecution recommended when sufficient proof is obtainable. All officers exercising supervision over the traveling or other expenses of their subordinates and all persons authorized to incur indebtedness in the name of the Bureau of Health are hereby notified that they will be held responsible for all overcharges, false entries, and errors which they could have detected and eliminated through proper attention or supervision. In the future all officers and employees of this Bureau will be required to observe the utmost care in preparing their accounts, paying special attention to reasonableness of charges, uniformity, and accuracy, and officers in charge must exercise the strictest scrutiny over the accounts of their employees, seeing that they are necessary, legitimate, just, and correctly rendered. Failure to comply with the terms of this circular will be considered insubordination and dealt with as such.

Errors, responsibility for.

Medical officers, classification.

458. Medical officers of the Bureau are divided into two classes, medical inspectors on duty both in Manila and the provinces, and district health officers assigned to provincial health districts by special order of the Bureau.

Headquarters, medical inspectors.

459. The official headquarters of medical inspectors will be considered to be Manila, unless otherwise provided for in special orders from this office.

Traveling expenses, district health officers.

460. District health officers assigned to regular districts by special order of this office will be entitled to the reimbursement of actual expenditures incurred by them in traveling over their respective districts, and per diems, as hereinafter provided, while actually absent from the place designated as their headquarters.

Authorization of travel.

461. In incurring expenses for travel, district health officers are advised that except in cases of grave emergency, which might require their presence away from headquarters, traveling expenses will not be allowed except when such travel is previously authorized by special orders of this office. Grave emergency will be considered by this office to mean nothing less than an outbreak of cholera, or

Emergencies.

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some equally important occurrence. For other travel which may be necessary, or for special trips, this office should be notified in advance, giving full reasons therefor.

Economy.

462. District health officers are expected to exercise the greatest care in incurring expenses, and the necessity for travel should always appear, and the most economical method of transportation should always be considered, due importance being given to the object to be attained, and in every instance in which higher rates are paid than is customary for routine trips, such additional expense will be at the risk of the employee.

Railroads.

463. Unless there are special reasons to the contrary, all employees of the Bureau of Health receiving a salary of 2,000 pesos or more will only be reimbursed for second-class transportation on railroads. All others for third-class transportation.

Per diems, when allowed.

464. In addition to reimbursement for actual and necessary expenses, district health officers and other employees, while actually absent from their permanent stations, will be entitled to per diems.

Per diems at provincial rates.

465. Officers regularly stationed in the provinces will be entitled to an amount equal to the per diem allowed provincial employees by the province in which their headquarters are located, provided, however, that no per diem will be authorized which exceeds the rate based upon salaries as hereinafter given.

Per diems at insular rates.

466. Officers and employees, except vaccinators, not specifically covered by the provisions of the preceding paragraph may receive per diems as follows:

Those receiving a salary less than ₱1,200 per annum, ₱1; those receiving a salary of ₱1,200 or more per annum, but not exceeding ₱1,800 per annum, ₱2; those receiving more than ₱1,800 per annum, but not exceeding ₱6,000 per annum, ₱3; and those receiving more than ₱6,000 per annum, ₱5.

Per diems, fractions of.

467. In order to secure an equitable method of reimbursement, the per diem will be divided into four parts, viz, breakfast, lunch, dinner, and lodging, and the amount of per diem named for a certain day will correspond to the number of these parts during which the officer has been absent from his station. For example: He leaves his station after breakfast and does not return until before breakfast the following day, he will be allowed three-fourths of the per diem to which he is entitled, etc.

Transportation including subsistence.

468. When water transportation, including subsistence, is used, particular care must be taken to see that no claim for per diems or for the parts of per diems are made for the period covered by the time spent on the boat. Such period should be clearly stated on the voucher to properly verify the per diem. If no subsistence was furnished with the transportation, that fact must appear on the voucher.

Per diem certificate.

469. After conforming to the requirements for all the general vouchers, as outlined above, the following certificate will appear on all vouchers upon which claim is made for per diems:

"I hereby certify that during the month of ..... 19....., I was actually absent on official business from the town or place in which my permanent station is located from (before or after breakfast, dinner or supper) on ..... (date of departure) ....., to

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(before or after breakfast, dinner or supper) on ..... (date of return) ....., and that during the period for which per diem is claimed, no subsistence was furnished me at the expense of the Government, or included in the transportation furnished me."

Per diem in field.

470. If the officer is in the field during the entire month, the above certificate should cover the first and last days of the month for which per diem is claimed.

Per diems, broken.

471. If the officer has been absent from his station more than once during the month, the certificate should include a statement to cover each absence.

Travel orders.

472. Vouchers should be accompanied by the order directing travel in each case. In the case of an officer in charge of a vaccinating party, a copy of the original order directing him to vaccinate his district will be sufficient. (This applies only to expenses incurred in connection with vaccination.)

Stamps, provincial.

473. Reimbursement for stamps used in sending official mail matter and telegrams by district health officers and employees assigned to regular health districts should be made by the province in which the headquarters of the district health officers are located, regardless of the place in said district in which the expense was incurred.

Stamps; employees temporarily assigned.

474. When an officer or employee is on duty in a district which has a regularly assigned district health officer in charge, the necessary stamps should be furnished by the district health officer regularly assigned to such district and he should present his claim to the province for reimbursement. All copies of telegrams and receipts for stamps should be delivered to the district health officer in charge and should be attached as subvouchers to his claim. Employees receiving reimbursement from the district health officer in charge will render to him the usual certificate in the form given below, to be filed in his office.

Stamps; employees at large.

475. Officers and employees at large, when not directly aiding the officer in charge of the district, finding it necessary to use stamps, will include such expenditures in their monthly expense accounts, using receipts and retained copies of telegrams as subvouchers; in the absence of such copies the amounts of same will be disallowed.

Stamps; certificates for.

476. In all cases of reimbursement for stamps used, the following certificate should appear:

"I hereby certify on my official oath that of the stamps paid for on previous vouchers, stamps to the value of ₱..... remained unused, and that stamps to the value of ₱..... were expended exclusively in sending the official mail of this Bureau, and that stamps to the value of ₱..... were expended in sending official telegrams, as shown by the true copies hereto attached, and in the amounts and rates shown in each message. My balance of stamps from previous vouchers amounts to ₱....."

Application for transportation.

477. When it is necessary to obtain transportation for official purposes on steamers or railroads, applications will be made to the nearest provincial treasurer if in the provinces; or to the chief, clerical division, if in Manila, for the issuance of the necessary transportation request. Employees will be held responsible for requests for official transportation when the same are unnecessary.

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ARTICLE X.

BILLS AND VOUCHERS.

Bills.

478. Bills on account of the Bureau of Health should be rendered in triplicate. They must be itemized and complete. As far as practicable every bill on account of the Bureau will be obtained promptly and forwarded in duplicate to the Director of Health securely attached as subvouchers to vouchers, General Form 5–A, and properly numbered.

Vouchers.

479. Vouchers presented for payment must be made in duplicate. Vouchers must be made in the name of party, parties, firm, or corporation furnishing supplies or rendering services, and care should be taken that the caption of the voucher conforms exactly with the name or names of the creditor or creditors. Articles or services for which claims are made should be entered in the body of the vouchers properly itemized. If original bills are attached the voucher may read "as per bill or bills attached." All vouchers must be properly certified by the responsible officer having direct knowledge of the facts in the case. If vouchers cover purchase of property, the officer certifying the voucher must also receipt for such property on the face of the voucher, if he is the accountable officer for the said property. Vouchers must be given the classifications required by the Insular Auditor. For the convenience of the central office a memorandum will be attached to vouchers, if expenditures are not routine in character, stating the purpose for which the expenditures have been incurred. Also copies of authority if previously granted shall be attached.

Authority for incurring expenses.

480. No expenditure should be incurred on account of the Bureau without first obtaining permission from the Director of Health. (See par. 754 and 755.)

Reimbursement vouchers.

481. Vouchers for reimbursement should have a statement to this effect and should be accompanied by receipts in duplicate in evidence of the correctness of the claim. They should be sworn to before an officer authorized to administer oaths when such officer is available. Reimbursement vouchers not sworn to on account of absence of officer authorized to receive oath must be accompanied by a certificate stating that fact.

Date of submitting vouchers, etc.

482. Vouchers on account of the Bureau of Health should be forwarded to the Director of Health not later than the 10th of the month succeeding that in which the account has been incurred. In the absence of vouchers rendered for all obligations incurred on account of the Bureau up to the last day of each month, a report must be made to the Director of Health giving the name or names of the creditor or creditors, exact or approximate amount of the bills, and the nature of the expenditures. Reasons for not forwarding vouchers promptly should also be given. Officers and employees who have direct knowledge of the obligations will be responsible for the sending of the accounts and the making of the report mentioned within the prescribed time.

Inter-Bureau vouchers.

483. Inter-Bureau obligations are paid on inter-Bureau vouchers, and the same rules apply to them as to other vouchers.

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ARTICLE XI.

RECEIPTS.

Receipts.

484. All persons making collection of funds for deposit are directed to place such deposits to the credit of the Bureau as "Receipts from operation, Sales of supply, and Sales of equipment, or Miscellaneous, as the case may be, Bureau of Health." All officers who deposit moneys to the credit of the Bureau of Health will report to the Director of Health at the end of each month the amount of money deposited and the total amount credited in their books as per journal entry of the Auditor during the current month, stating for what service the money so deposited and credited was made and for what fiscal year.

ARTICLE XII.

PAY ROLLS.

Pay rolls.

485. Employees of the Bureau of Health will be paid on pay rolls whenever possible. Pay rolls will be forwarded in duplicate with the exception of those made for employees who are paid on voucher by checks, and with other exceptions hereinafter designated.

Preparation.

486. Every column of the pay roll must be filled in. In the column for names, Christian names should be first written, followed by the initial or initials, and then the surnames. Care should be taken that said names conform exactly to the signatures of employees. Care must also be taken that the employees adopt one signature only and always sign in the same manner. On the designation column the name of the position which the employee holds must be written. The column for period of service must be filled in by inclusive dates. The last authorized monthly pay should be entered in the proper column. On the "amount received" column the amount due the employees for period stated should be entered. Employees must sign in the column for signatures. The names of those who do not sign will be canceled and they will not be paid until the next pay roll is made up. Signature by mark must be witnessed. On the column for "Remarks" absences and additional information properly to verify the pay rolls or for other purposes must be given. Certificate on the pay rolls must be signed by the officer in charge of the employees whose names appear thereon.

—signature.

Separate pay rolls.

487. Separate pay rolls will be made for each division of the Bureau and for each vaccination party every month. Officers in charge of divisions and vaccination parties will be responsible for the making of the pay rolls.

Pay rolls of Manila hospitals.

488. Pay rolls for employees of the Philippine General Hospital division, San Lazaro Hospital division, prison sanitation division, and sanitary stations must be forwarded to the central office not later than the 25th day of the current month, completed and accompanied by the reports which are required. Any changes which may affect the pay roll after this date must be reported to the central office by telephone and confirmed by a letter from the chief of the division.

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489. Pay rolls prepared at the central office will be ready for signature on the 22d of each month. Employees will sign at least four days before the end of the month. Officers in charge will make written report of the changes of the employees under them prior to the 20th of each month and send same to the central office on that date. Any subsequent change or absence which may affect the pay roll for the month will be reported by telephone and confirmed by letter. Central office rolls.

490. Baguio Hospital division will make single copy only of pay roll as previously outlined and send to the central office on the 23d of each month accompanied by the report of changes occurring up to and including the 23d. Any subsequent change which may occur during the rest of the month will be reported by telegraph on the last day of the month. Baguio Hospital rolls.

491. Officers of Culion leper colony will be paid on rolls made up in the central office. Other employees will be paid on pay rolls prepared at the colony. Culion leper colony will be required to send in all the pending pay rolls with the required and necessary reports on each boat leaving that port. If the central office is to effect payment to each individual on the pay roll by check a single copy is sufficient. Culion rolls.

492. Pay rolls for district health officers will be prepared at the central office at the end of each month. District health officers and medical officers on duty in the provinces shall for themselves and for their subordinates send on the last day of each month a telegram addressed as follows: "Health, Manila, full time," if there have been no absences from duty during that month, or, "Health, Manila, ... days absent," if absences have occurred. District health officers who, on the last day of the month, are in places where mail facilities are such that a letter will reach the central office quickly, will send the above report by mail. District health officers from whom no telegrams or letters as outlined above are received by the 3d of the following month will be crossed off the pay roll and will not be paid until the foregoing requirement has been complied with. District health and other medical officers' rolls.

493. The method of preparing pay rolls for vaccinators is fully outlined in paragraphs 396 and 397, Article IV. Vaccinators' pay rolls.

494. Employees whose names do not appear on any pay roll or to whom, for any cause, salary due them must be paid before the next pay day, will be paid on voucher (General Form 5 (a)) properly made out and certified by the officer who has knowledge that the services have been actually rendered. Employees not on rolls.

495. Officers certifying the pay rolls and vouchers for services of employees will be held personally responsible for approving final pay rolls or other vouchers for money due employees about to be transferred or separated from the service without having first ascertained and noted on the voucher or pay roll for deduction any amount due the Bureau of Health for any cause by the employees concerned. Payment of employees transferred, etc.

496. The numbers of personal cedulas will be entered on the first pay roll of all employees of the Bureau of Health each calendar year Cedulas.

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before payment will be made by disbursing officer. Cedula numbers of district health officers and other employees carried on pay rolls prepared at central office will be forwarded immediately after the first of the calendar year to the central office. (F–5.)

ARTICLE XIII.

SUBSISTENCE.

(See article No. 28.)

Fresh meat, vegetables, fish, etc.

497. Chiefs of divisions where subsistence is furnished, or their authorized representatives, shall purchase all strictly perishable subsistence supplies, such as fresh meats, vegetables, eggs, fish, ice, distilled water, fruit, etc., in the open market at the lowest price obtainable, and shall exercise caution in order to avoid loss through deterioration of such supplies.

Case goods, milks, sugar, etc.

498. All case goods, milks, rice, sugar, beans, coffee, tea, etc., should be requisitioned for not later than the 15th of the month in sufficient quantities for the institution at all times to carry at least one month's supply on hand beyond immediate necessities.

Reports.

499. Officers in charge will send in their monthly report of subsistence not later than the 10th of each month succeeding that for which report is rendered.

Charge for meals to persons not entitled thereto.

500. A charge of 75 centavos will be made for each meal furnished at any of the divisions of the Bureau of Health to persons who are not entitled thereto by the current appropriation bill. Amounts so collected should be deposited in the usual manner as refund to "Receipts from operation, Bureau of Health;" and an additional item should appear in the monthly report of subsistence showing the number of meals so furnished during the month. (E–44.)

Payment for entertainment.

501. In compliance with instructions from the Governor-General, officers and employees of the Bureau of Health are hereby directed to pay full value for all entertainment furnished them by other officers and employees, in the way of subsistence and lodging, when traveling in more or less isolated places in the provinces. (G–20.)

ARTICLE XIV.

CEDULAS.

Cedulas.

502. Section 28 of Act No. 83, as amended by Act No. 133 and Act No. 876, respectively, prescribes that all persons not exempted by law from the cedula tax shall pay the same before they are entitled to receive money from any public funds, and by order of the Chief Executive, dated June 30, 1904, no person liable to the cedula tax shall be employed within the Philippine Islands in the classified or unclassified service of the Insular, provincial, or municipal government without first submitting to the appointing officer a proper cedula for the current year. (H–1.)

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ARTICLE XV.

FOOD AND DRUGS ACT.

(See paragraphs 57–68.)

Food and Drugs Act.

—violations of.

503. The attention of all health officials is invited to the provisions of Act No. 1655, of the Philippine Commission, known as the "Food and Drugs Act." If at any time violations of this Act come under their observation, whether it be the sale of products dangerous and deleterious to the public health, or cases of misbranding, the facts should be immediately reported to the central office. The coöperation of the agents of the Bureau of Internal Revenue and customs officials may be secured in connection with the enforcement of the provisions of this Act.

ARTICLE XVI.

RECORDS, REPORTS, CORRESPONDENCE, AND CARE OF TYPEWRITERS.

RECORDS.

Records.

504. A record shall be kept of all communications originating in and those received and filed in the various divisions, properly referenced and cross indexed, in order that any desired communication may be located without trouble. In Manila the card system designed for stations must be carefully kept and always be up to date. For provincial records see paragraph 367.

Circulars.

505. Circulars shall be filed in numerical order.

Reports.

506. The data from which the various reports are made shall be kept and filed in such a way as to be easily accessible.

Filing system.

507. Employees are apt to become negligent and depend upon their memories to aid them in locating different data. This system is most unsatisfactory and must be replaced by a systematic file. There is constant change in personnel and in order that the persons newly assigned to stations or divisions may not be handicapped by being unable to locate any desired data, a clear, concise filing system is absolutely essential.

Approval of.

508. No new filing system shall be instituted without the previous approval of the Director of Health.

REPORTS.

Request for reports to receive prompt attention.

509. All information requested must be promptly forwarded; compliance is not left to the discretion of any individual. If information or reports requested are not received within a reasonable time, the salary of delinquents may be withheld.

Daily time record.

510. Daily time record.—Daily time record on Form 48 is required of all officers and employees and must be forwarded to the central office on or before the fifth of the month following that for which time is reported. The daily time record is to be neatly and correctly made out. The top line of the form, "Daily time record of.....," should give the name of employee, not merely his official title, whose time is recorded, followed by the month, year, and office hours observed.

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The line at the bottom on form is for signature of the person keeping account of the time. When an officer or employee makes out his own time record, signature at bottom of form should be followed by his official title.

Daily time record while absent from station.

511. The fact that an employee is absent from his regular station is no reason why his time record should not be carefully kept. It is not expected that he can keep regular office hours, but the mere marking of "In field" signifies absolutely nothing. In short, the daily time record should show such a complete record of the movements and working hours of an employee that at any future date it may be used as a concise report of his work.

Efficiency record.

512. Efficiency record.—Each division chief shall forward promptly the efficiency record of all employees on Form 52 to the Director of Health on June 30 and December 31 of each year. The manner of completing same is explained on the form.

Monthly efficiency report.

In order to increase the efficiency of the inspection personnel a monthly efficiency report of assistant sanitary inspectors will be rendered upon the last day of the month upon the basis of 100, divided as follows:

1. Condition of district	20
2. Alertness	20
3. General fitness	20
4. Physical condition	10
5. Appearance	10
6. Attendance	10
7. Punctuality	10
Total	100

Those who fall below 70 will be discharged. (H–32.)

ANNUAL REPORT. (B. H.–28165.)

Annual reports.

513. Chiefs of divisions will make an annual report for each fiscal year ended June 30 of the operations of their respective divisions, and forward five copies of same to the Director of Health, before July 10.

Statistical tables.

514. Annual reports shall be accompanied by such statistical tables as are necessary to a clear understanding of the operations of the respective divisions.

Preparation of annual reports.

515. Annual reports shall be written on bond paper, pages 20.3 by 32.5 centimeters in size; black record ribbon, black carbon; margin at top of page 7.6 centimeters, 2.5 centimeters at bottom; left-hand margin to begin at number ten on the typewriter scale; paragraphs at number fifteen; pages to be numbered at bottom; all typewriting to be double spaced except quotations and tabulating; quotations to be indented five spaces on either side.

Addresses.

516. The address and change of address must be registered immediately at the central office by every official or employee on duty in Manila. Hereafter neglect to register correctly his address within twenty-four hours will make the guilty person subject to a fine.

OFFICIAL CORRESPONDENCE.

Correspondence for Bureau of Health.

517. All official correspondence for the Bureau of Health from its officials or employees shall be addressed to "The Director of Health, Manila."

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General.

518. An official communication to a government or corporation official shall be addressed to his official position and not to him by name, unless it concerns him as an individual; as, a request for information as to when the district health officer of Nueva Ecija will complete certain vaccination, should be addressed to "The District Health Officer, San Isidro, Nueva Ecija;" but in cases where a sanitary inspector has been appointed acting district health officer, for instance, and is detailed on special work, he shall be addressed as "George E. Brown, Acting District Health Officer, Tagbilaran, Bohol."

To Philippine Commission and Assembly.

519. The title or name of a member of the Philippine Commission and the Speaker of the Assembly shall be preceded by the words "The Honorable;" as, "The Honorable, the Secretary of the Interior." The expression "The Honorable Secretary of the Interior" is not permissible. The Governor-General shall be addressed as "His Excellency."

In referring to these officials in the body of an indorsement or letter the titles "The Honorable," or "His Excellency," are omitted.

To temporary appointees.

520. Notwithstanding the fact that the duties of an officer are being performed by a temporary appointee or detail, communications shall be addressed in the usual way; as "The Director of Posts," not "The Acting Director of Posts."

Official channels.

521. All official communications written by division chiefs or other employees of the Bureau of Health, if to other Departments or Bureaus, shall be addressed to the head of such Department or Bureau; if coming from a division chief, they shall be sent through the Director of Health, but if coming from a subordinate employee, they shall be sent through the chief of the division or office and the Director of Health.

Executive Secretary.

522. Communications for the information of or action upon by the Governor-General or Philippine Commission should be addressed to the Executive Secretary, unless otherwise specified.

Salutations.

523. In addressing persons other than prelates of a church, the salutation shall be "Sir" if the communication is to a man, and "Madam" if to a woman. The salutations "Dear Sir" and "Dear Madam" are not permissible in official communications.

Subscriptions.

524. The subscription shall be "Very respectfully."

Church officials.

525. The papal delegate shall be addressed as "His Excellency," an archbishop as "Most Reverend" and "His Grace," and a bishop as "Right Reverend Sir" and "Right Reverend." These forms preceded by "Your" instead of "His" shall be adopted in the body of a letter, if the second person is used. Protestant ministers shall be addressed as "Reverend," and a Catholic priest as "Reverend Father" or "Reverend Cura."

Titles, how written.

526. The title "The Executive Secretary" and similar titles shall be written on one line; there is no authority for writing "To the" on one line and the title on the next.

Letters to treat of one subject.

527. A letter shall treat of but one subject under ordinary circumstances. Weekly reports and communications of like character are exceptions to this rule. In weekly reports, however, nothing shall be included which requires action by this office, as a request for supplies, or a recommendation with regard to certain work to be performed.

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Subjects.

528. On all communications originating in any division or office of the Bureau of Health the subject of the communication, corresponding to brief on wrapper formerly used and now discontinued (see "Indorsements," par. 545) shall be placed at top of sheet, between date and name of person or corporation to which communication is addressed.

Transmittal.

529. When letters of transmittal are used, they must refer only to the matter transmitted.

References for identification.

530. In replying to an official letter, the date of such letter, the number, and its subject-matter shall be referred to. The words "recent," "former," "previous," etc., are of very little value in identifying the communication to which the letter refers. All official communications requiring a reply shall be promptly acknowledged.

Acknowledgment.

Names.

531. In referring to a person for the first time in a communication, his initials or his full name shall be given for the purpose of identification.

Neatness.

532. All correspondence shall be free from blots, erasures, misspelled words, and unsightly corrections.

Brevity.

533. In all communications, brevity and conciseness shall be observed so far as is consistent with clearness and adequacy of statement. This does not mean that important details shall be omitted or that opinions shall not be fully expressed.

Quotations.

534. In quoting from other letters, pamphlets, etc., the matter in quotation marks shall be single spaced and the left and right hand margins shall be indented five spaces more than the regular margins.

Tabulating.

535. In tabulating, practically everything is left to the discretion and good judgment of the writer. The proper form for the tabulation of straight statistics, however, is as follows:

DELIVERIES ON PURCHASES OF SILVER UNDER ACT OF JULY 14, 1890, FISCAL YEAR 1893.

Mints.	Fine ounces.	Cost.
Philadelphia	44,201,883.02	$37,627,652.17
San Francisco	3,813,013.56	3,208,521.52
New Orleans	4,964,208.02	4,167,902.52
Carson	1,029,058.00	867,298.32
Total	54,008,162.60	45,531,374.53

Abbreviations.

536. Ordinarily, abbreviations shall not be employed except in telegrams, and then only those which have been agreed upon. Titles prefixed to names may be abbreviated, as "Dr. Cumming," "Gen Grant," etc., but these abbreviations shall not be used alone in the body of a letter.

Dates.

537. In writing dates, the following form shall be used: January 12, 1890; the forms "1st," "3d," etc., are not permissible, except where the year is omitted.

Scientific names.

538. The following rule shall be observed in writing scientific names:

(*a*) Generic names will be capitalized whether used in connection with specific names or alone and regardless of their position in the sentence.

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(*b*) No specific names will be capitalized whether derived from a proper noun or not.

(*c*) Specific names should not be used alone, but should invariably be employed in connection with generic names although it is permissible after a generic name has been once used in the immediate context to abbreviate it by using its first letter followed by a period.

(*d*) It is always desirable to follow the specific name by the author's name, either written out in full or abbreviated, and this should be done when the author's name is known to the writer.

(*e*) There should be no punctuation whatever between the author's name and the specific name.

(*f*) The use of the definite article immediately before a scientific name is not permissible. (BH–28165.)

Official paper.

539. The size of official letter paper shall be 20.3 by 26.6 centimeters.

Sanitary orders, form of.

540. Sanitary orders should invariably be written in accordance with the following form prepared by the Attorney-General:

"OFFICE OF THE .....,
(Insert board of health of ....., district health officer of....., or Director of Health for the Philippine Islands, as the case may be.)

.....
(Insert place of issue.)

....., 19 .
(Insert date.)

SANITARY ORDER.

To .....:
(Insert name of owner or tenant of insanitary premises.)

You are hereby informed that .....
(Give approximate location of premises;
.....
describe what has been found insanitary; as, "The closet of the building located at 301 Calle Real, San Juan del Monte.")
has, upon due examination, been found insanitary. Pursuant to .....
(Name Act, ordinance, or regulation violated; as, "Ordinance No. 10 of the municipality of San Juan del Monte.")
you are directed and ordered to .....
(Indicate what owner or tenant is to do;
..... days from date
as, "Remove the said closet and establish in place thereof such a closet as shall be approved by this office.")
are allowed for the fulfillment of this order. Failure to comply within such period will render you liable to prosecution.

.....
(Official position of officer issuing order.)

Copy received: .....
(Insert date.)

.....
(Signature of owner, tenant, etc., of insanitary premises.)

Margins and spacing.

541. The following rules with regard to spacing, etc., shall be adhered to as closely as possible, in order that a uniform standard of correspondence may be maintained throughout the Bureau.

(*a*) Name of place (if not given in printed heading) and date shall be four spaces below heading.

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(*b*) The subject of communication shall be four spaces below date.

(*c*) The name or title of addressee shall be four spaces below subject.

(*d*) Left-hand margin shall be set at No. 10 on the typewriter scale.

(*e*) Paragraph margins shall be indented five spaces.

(*f*) Right-hand margins shall be preserved from about No. 67 on the scale to edge of paper.

(*g*) Bottom margins shall be 2 centimeters.

(*h*) All letters shall be double spaced unless otherwise specifically ordered.

(*i*) On second sheets the pages should be numbered in the upper left-hand corner, after which should be placed in abbreviation the name of the person or corporation to whom the letter is addressed, as, 2, Exec. Sec'y. 9/2/10.

(*j*) Articles written on cap size paper shall have 7.6 centimeters margin at top and 2.5 centimeters at bottom, with pages numbered at bottom. Side margins shall be the same as for letters.

Carbon copies.

542. A communication to any Bureau of the Civil Government should be accompanied by a carbon copy.

Inclosures.

543. Inclosures shall be numbered consecutively, and a notation made on the bottom of the letter or indorsement stating the number of inclosures and a description of each, as—

```
3 incls.
1st incl., letter to Director of
  Science.
2d incl., analysis of water.
3d incl., analysis of milk.
```

Initials.

544. When a letter is dictated or written out in the rough and recopied, the initials of the official or clerk responsible for the action are placed at the bottom of the communication, and those of the stenographer or copyist at the top. When action is taken by a clerk pursuant to instructions, although not from actual dictation, the initials of the person directing (and thus responsible for) the action precede those of the clerk taking the action, separated therefrom by a dash, both at the bottom of the page.

Indorsements, when used.

545. Indorsements.—(*a*) When a communication has previous indorsements, or is long and may not be given final action by the receiving office, or for other reasons which ordinary intelligent discrimination will recognize as they occur, it will be necessary to forward, refer, return, or transmit the papers by indorsement.

How to address.

(*b*) The first sentence of an indorsement should begin with the words "Respectfully returned," "forwarded," "referred," or "transmitted," using "returned" when sending the paper direct or through channels to the writer of any of the preceding indorsements; "forwarded" when indorsing to an official superior who has not had the paper previously; "referred" when a new course is given the paper and the office or person to whom it is directed is the official inferior of the indorser; "transmitted" when passing the paper downward through channels pursuant to a preceding indorsement. Indorsements should always be written in the third person, with reference to the person

Indorsements in third person.

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written to and to the person writing, thus; a district health officer in writing an indorsement would say, "The undersigned believes," or "The district health officer believes," instead of "I believe."

Discontinuance of wrapper.

(*c*) The use of the wrapper has been discontinued, and instead thereof a regular letter head substituted. If the original communication, to which the first indorsement is to be added, does not have the subject, corresponding to brief on wrapper, at the top of the page, said subject, together with date of said original communication and place from which written, shall be placed four spaces below heading on page used for first indorsement. Four spaces below this shall be written "1st Indorsement" underscored, and two spaces below this shall be placed the date of indorsement (and name of place, if not given in printed heading). Two spaces below this shall be commenced the body of the indorsement, conforming in margins to a regular letter, but written single space with double space between paragraphs. The following is an example:

How to write indorsements.

DEPARTMENT OF THE INTERIOR

BUREAU OF HEALTH FOR THE PHILIPPINE ISLANDS

Bacolod, Occ. Negros, May 12, 1906.
SUBJECT:- President of Municipal
Board of Health reports rinderpest
among carabao in municipality.

1st Indorsement.

Manila, P. I., May 22, 1906.

Respectfully forwarded to the Director, Bureau of Agriculture, for his information.

(Signed) VICTOR G. HEISER,

Director of Health.

Omission of subject.

If, however, the original communication on which first indorsement is to be placed has the subject at top of page, same may be omitted on indorsement. In this event, the regular indorsement shall be commenced four spaces below printed heading, the remainder of indorsement to be spaced throughout as hereinbefore outlined.

Placing indorsement on bottom of original communication.

(*d*) If sufficient space remains on the bottom of an original communication addressed to this office to place thereon the indorsement of this office, provided same does not cover more than one page, it may be done in accordance with the provisions of section (*e*); if more than one page in length the indorsement should be commenced on a new sheet.

—on bottom of preceding indorsement.

(*e*) When a communication is indorsed to this office and is to be returned or referred to some other office, it is permissible to write the indorsement of this office on the sheet on which the last preceding indorsement was written, provided, of course, sufficient room remains at the bottom thereof for the purpose. Carbon copies to

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be made as hereinafter outlined. In this event, a heading will be written, as per following example:

Department of Public Instruction
BUREAU OF EDUCATION
Manila

2d Indorsement.

January 23, 1908.

Respectfully transmitted to the Director of Health, inviting attention to the report of the Supervising Teacher of Nueva Caceres.

(Signed) DAVID P. BARROWS,

Director of Education.

Department of the Interior
Bureau of Health for the Philippine Islands

3d Indorsement.

Manila, P. I., January 25, 1908.

Respectfully referred to the District Health Officer, Nueva Caceres, Ambos Camarines, inviting attention to within communication and previous indorsements, and requesting an investigation and detailed report.

(Signed) VICTOR G. HEISER,

Director of Health.

Stamping.

(*f*) In view of the foregoing practice, receiving clerks should exercise care in stamping communications in order that such stamps may not interfere with the writing of an additional indorsement upon the same sheet, as provided in section (*e*), hereof.

Carbon copies.

(*g*) Carbon copies of indorsements shall be made and forwarded to the offices to which indorsements are addressed the same as is done with regular communications.

Inclosures, numbering of.

(*h*) In case of there being inclosures, the indorsement shall be attached, followed by inclosures. All pages beginning with the original communication shall be numbered in upper right-hand corner in order to facilitate keeping the indorsements and inclosures in proper order. The correspondence shall be fastened with a Dennison paper fastener, backed by small squares of cardboard to prevent tearing, in upper left-hand corner.

Fastening of papers.

Telegrams.

546. Telegrams.—(*a*) Telegrams from provincial health officials to the central office, Manila, shall be addressed "Health, Manila," and NOT "Sanidad, Manila." The contents of telegrams will indicate the division for which they are intended. (D-22, F-7.)

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(*b*) Telegrams must be as brief as possible consistent with clearness. (D–22.) Brevity.

(*c*) Surnames only shall be signed to telegrams. (D–22.) Surnames.

(*d*) Telegrams for provincial or municipal health officials shall be addressed "Health." To provincial boards, "Proboard;" to provincial governors, "Progov;" to municipal presidents, "Munpres." Addressing.

(*e*) Telegrams will be sent only when absolutely necessary. At all other times letters shall be written. (D–22.) When to be sent.

(*f*) In stating quantities of articles, etc., as "one hundred units," the shortest method shall be used; for instance, "thirteen," not "13," should be used, as in the latter case two words would have to be paid for; but "5,249" should be used instead of "five thousand two hundred forty-nine" for the sake of economy. Numbers.

(*g*) Receipted copies of telegrams should always be obtained; otherwise sender may be held responsible for the cost thereof. Receipted copies.

CARE OF TYPEWRITERS.

547. All machines must be cleaned and oiled at least twice a week. For this purpose one employee in each office who thoroughly understands the working of a machine shall be designated, and it shall be his duty to systematically attend to all machines placed in his charge. Cleaning and oiling.

548. Employees shall not experiment with machines. If there is anything out of order, it should be reported to some one in authority in order that a competent man may be secured to repair same. Repairs.

549. A great many machines are rendered practically useless for good work by employees inserting single sheets without backing and writing thereon, thus destroying the platen and racking the machine. In cases where no carbon copies are desired, at least one heavy sheet of paper shall be used as backing and at no time shall single sheets be inserted. Writing on single sheets prohibited. Backing.

550. Good work can not be turned out with type clogged with dirt, in view of which type must be brushed out thoroughly at periodical intervals. Dirty type.

551. The climate of the Philippines is very detrimental to machines and they should be constantly gone over with an oiled cloth in order to prevent rusting. Rusting.

552. Covers shall be kept on machines at all times when not in use and shall be locked. Covers.

ARTICLE XVII.

UNIFORMS.

FOR SANITARY AND ASSISTANT SANITARY INSPECTORS, AND FOR CHIEF DISINFECTOR, DISINFECTORS, ASSISTANT DISINFECTORS, VACCINATORS, AND ATTENDANTS, SAN LAZARO HOSPITAL.

553. The uniform hereinafter prescribed shall be worn at all times while on duty. Uniforms to be worn on duty.

554. Coat.—To be of khaki, made without plaits; with two outside breast pockets and two outside pockets below the waist, made on the order of ordinary civilian coat pockets, but with flaps, buttoned by a small service button; the coat to have roll collar, fastened in Coat.

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front by two hooks and eyes, height of collar depending on wearer; coat to be buttoned by five large service buttons; two small service buttons on cuffs of sleeves; badge on left breast over pocket; collar ornaments as prescribed by this Bureau on either side of collar.

Trousers.

555. Trousers.—Ordinary khaki without plaits or braid.

Cap.

556. Cap.—Bell or fatigue design, stiff top lined with red; to be of khaki, top slightly oval; three cloth welts, one around top of cap, one around top of band, and one around base of cap 1.27 centimeters from edge; total depth, 7.6 centimeters; diameter across top to be 3.8 centimeters larger than size of head; sides to be made in two pieces; to be 2.5 centimeters between upper welts, and stiffened with hair cloth and wire around crown; vizor to be of black hard rubber, 4.5 centimeters deep at the center, and may have green leather underneath; to drop at an angle of about 45°; cap to be provided with double green cord 0.6 centimeter in diameter, to be held at the sides by two small service buttons, for assistant sanitary inspectors, disinfectors and assistant disinfectors, and black cord with silver strand 0.6 centimeter in diameter for sanitary inspectors and chief disinfectors.

Hat.

557. Hat.—Campaign hat of felt, as nearly as practicable the color of khaki uniform; lined with red; to be ornamented with a green cord 0.6 centimeter in diameter, for assistant sanitary inspectors, disinfectors, and assistant disinfectors, and silver band for sanitary inspectors and chief disinfector. Campaign hats or helmets may be worn with the permission of the officer in charge of the division in which the employee is working.

Shoes.

558. Shoes.—Russet or tan shoes must be worn with uniforms.

Riding breeches with leggings.

559. Riding breeches.—When occasion demands, khaki riding breeches, with russet leather leggings or olive-drab puttees and tan or russet shoes may be worn.

White uniforms.

560. White uniforms.—White uniforms with white shoes, white caps, and ornaments of yellow metal may be worn when approved by the officer in charge of the division in which the employee is working.

Cap device.

561. Cap device.—Two wreaths meeting at bottom and forming inverted semicircle 6.03 centimeters wide and 3.81 centimeters deep with "Bureau of Health" in three separate lines of letters 0.79 centimeter high. All to be of white metal. (See Cut No. 5.)

Collar ornament.

562. Collar ornament.—To be a monogram of the letters "B" and "H" of white metal; dimensions of "B" to be 1.59 by 1.59 centimeters; of "H" to be 1.9 and 1.27 centimeters wide. (See Cut No. 6.)

Badges.

563. Badges.—For sanitary inspectors and chief disinfector to be 3.49 by 4.45 centimeters; for San Lazaro attendants, assistant sanitary inspectors, and assistant disinfectors to be 4.76 by 4.13 centimeters; in form of shield, with designation of position at top, number in middle, and "Bureau of Health" at bottom. (See Cuts Nos. 1, 2, 3, 4, and 9.)

Loss of badges.

Hereafter sanitary inspectors, assistant sanitary inspectors, vaccinators, and disinfectors who lose their badges, without reasonable explanation therefor, will be requested to deposit ₱1.50 for the first

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offense, ₱5 for the second offense, and if there should be a third offense they will be subject to dismissal. (H–19.)

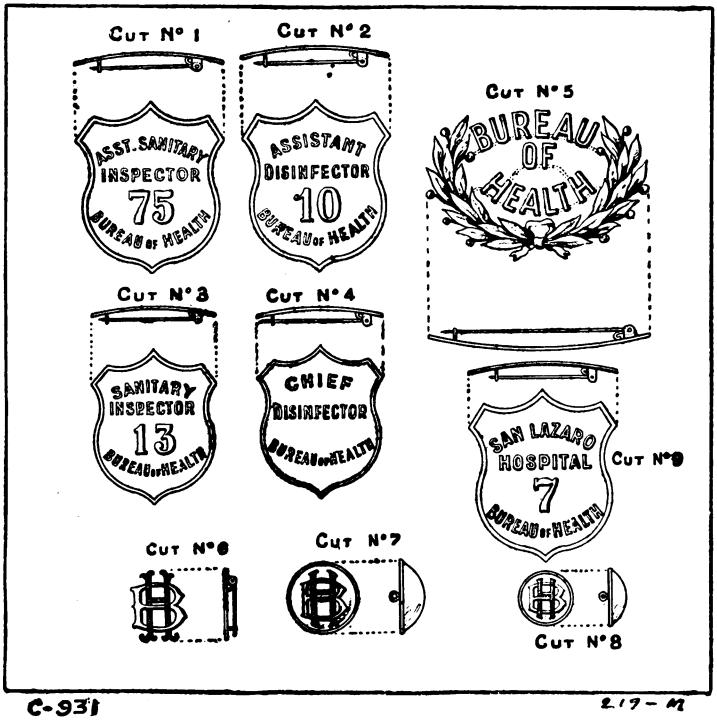
564. Buttons.—To be of white metal in two sizes; large, 2.22 centimeters in diameter, and small, 1.59 centimeters in diameter, with monogram of letters "B" and "H" similar to monogram of collar ornament. (See Cuts Nos. 7 and 8.) Buttons.

565. Stripes.—Assistant sanitary inspectors with a salary of ₱40 per month shall wear one stripe on sleeve, and assistant sanitary inspectors with a salary of ₱50 per month shall wear two stripes. Said stripe or stripes to be of flat green braid two centimeters wide, backed by khaki, to fit around outer half of coat sleeve 10 centimeters from lower end of sleeve, and extending from inner to outer seam. No stripes will be worn by assistant sanitary inspectors with a salary of less than ₱40 per month. Stripes.

Disinfectors shall wear two crossed stripes of regulation width and material.

FOR NURSES AND ATTENDANTS.

566. Nurses and attendants must wear white while on duty. It is also preferred for *practicantes* and *muchachos*. To be of uniform pattern and approved by the Director of Health. Nurses and attendants.


Cut N° 1
ASST. SANITARY INSPECTOR 75 BUREAU OF HEALTH
Cut N° 2
ASSISTANT DISINFECTOR 10 BUREAU OF HEALTH
Cut N° 5
BUREAU OF HEALTH
Cut N° 3
SANITARY INSPECTOR 13 BUREAU OF HEALTH
Cut N° 4
CHIEF DISINFECTOR BUREAU OF HEALTH
SAN LAZARO HOSPITAL 7 BUREAU OF HEALTH
Cut N° 9
Cut N° 6
Cut N° 7
Cut N° 8

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front by two hooks and eyes, height of collar depending on wearer; coat to be buttoned by five large service buttons; two small service buttons on cuffs of sleeves; badge on left breast over pocket; collar ornaments as prescribed by this Bureau on either side of collar.

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Riding breeches with leggings.

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offense, ₱5 for the second offense, and if there should be a third offense they will be subject to dismissal. (H–19.)

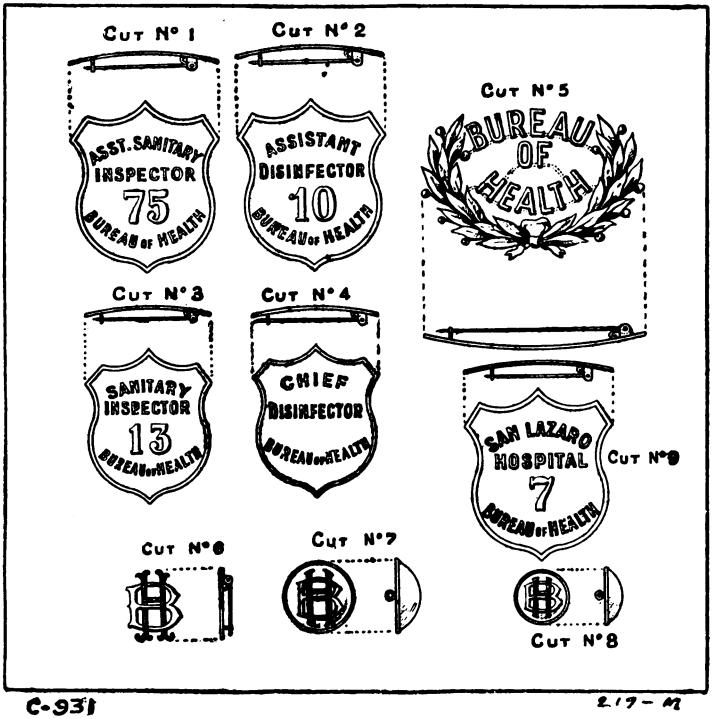
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FOR NURSES AND ATTENDANTS.

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ASST. SANITARY INSPECTOR 75 BUREAU OF HEALTH
Cut N° 2
ASSISTANT DISINFECTOR 10 BUREAU OF HEALTH
Cut N° 5
BUREAU OF HEALTH
Cut N° 3
SANITARY INSPECTOR 13 BUREAU OF HEALTH
Cut N° 4
CHIEF DISINFECTOR BUREAU OF HEALTH
SAN LAZARO HOSPITAL 7 BUREAU OF HEALTH
Cut N° 9
Cut N° 6
Cut N° 7
Cut N° 8

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ARTICLE XVIII.

HOSPITAL MANAGEMENT.

Receipts.

567. The receipts taken in by the Philippine General Hospital division shall be deposited in the Insular Treasury in accordance with the special regulations issued for the government of that division. Baguio Hospital division shall deposit its collections with the Insular Treasurer as frequently as practicable; Culion and San Lazaro Hospital divisions shall deposit their collections with the cashier, Bureau of Health: *Provided,* That at no time shall they have on hand more than ₱100.

Visits to patients.

568. The chief of a hospital division shall visit each hospital patient at least once daily and oftener if necessary.

Supervision.

569. The chief of the division shall have general supervision over all persons connected with the institution and see that the Bureau of Health Nomenclature of Diseases is followed in the reporting or recording of diseases.

Competency of employees.

570. The chief of the division shall satisfy himself that persons connected with the institution are competent to perform the duties for which they were employed, and either in person or by detail he shall give regular instruction to those who are incompetent, and if this is not practicable, the fact should be immediately reported to the Director of Health.

Hospital regulations.

571. The chief of the division shall prepare a set of suitable regulations which are to be submitted to the Director of Health for approval, which will cover the duties and responsibilities of each person connected with the institution.

Surgical operations.

572. Except in case of grave emergency, no surgical operation or operation requiring the administration of anæsthetics shall be performed without the consent of the chief of the division first obtained.

Insubordination of patients.

573. When a patient is discharged for insubordination, the facts of the case and his physical condition shall be entered in the clinical record.

Notice to relatives of critical condition of patients.

—telephone.

—telegraph.

574. When a patient afflicted with other than a dangerous communicable disease is evidently beyond hope of recovery, it is the duty of the chief of the division to send or cause to be sent a letter containing a brief statement of the patient's condition to his nearest relative or friend. When it is more practicable to use the telephone, the information should be so sent, and a note to this effect made on the clinical record. In cases in which telegraphic communication is necessary, payment of the charge of same should be arranged by the relatives or friends.

Autopsies.

575. Requests for autopsies of cases occurring in Manila should be made upon the Bureau of Science for every case in which no objection is made by the relatives or friends.

Giving out information relative to nature of disease.

576. When information is requested by any person regarding a disease for which any patient is being treated, such information shall only be furnished at the discretion of the chief of the division.

Formulas.

577. No pharmaceutical formula shall be introduced for use into the hospital without the signature of the chief of the division, and all formulas must be a matter of record and kept in the pharmacy.

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578. All articles received at the hospital shall be inspected and if they are in accordance with the requisition, they shall be receipted for by the chief of the division or such person as he may delegate for this purpose, but in either case the chief of the division will be responsible. Property.

579. The chief of the division will be held responsible for organizing a proper fire drill which will insure the prompt removal of patients in case of necessity and a minimum amount of damage to Government property. Fire drill.

580. Junior medical officers shall not leave the hospital without the consent of the chief of the division. Absence of junior medical officers.

581. When the chief of the division leaves the hospital, he shall notify the medical officer who is to represent him during his absence. Absence of chief.

582. Hospital divisions shall not be left without the presence of a medical officer; but if exception to this rule is unavoidable, instructions should be left with the superintendent so that some other medical officer of the Bureau of Health may be called in case of emergency. Absence of all medical officers.

583. The superintendent shall not leave the hospital during the day without notifying the chief of the division and leaving the address at which he may be promptly reached. Absence of superintendent.

584. Chief nurses, nurses, clerks, attendants, and other employees shall not leave the hospital during the day without the permission of the superintendent. The superintendent shall not grant such permission without satisfying himself that there will be a sufficient number of persons available for duty to meet any emergency which is likely to arise throughout the night or day. Absence of nurses, clerks, attendants, etc.

585. Hospital pharmacies shall be prepared to fill prescriptions between the hours of 8 a. m. and 6 p. m. and during the remainder of the time in case of emergency. Pharmacies.

586. Pharmacies shall not fill or repeat any prescription unless so ordered by the physician who originally wrote it. Filling or repeating of prescriptions.

587. No information shall be given to the press directly or indirectly with regard to patients or other business of the Bureau of Health unless approval of the Director of Health has first been had. Information to press.

588. All medical officers and other officials and employees of the Bureau of Health are prohibited from giving letters of recommendation for any article or thing. Letters of recommendation.

ARTICLE XIX.

MUNICIPAL BOARDS OF HEALTH.

(See paragraphs 38–44.)

589. In municipalities in which boards of health have not yet been organized, district health officers shall effect the establishment of the same whenever possible. Municipal boards of health.

590. It may be advisable in certain instances, however, because of the geographical position of adjacent municipalities, by reason of the fact that by the combination of the appropriations of certain Health districts.

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municipalities they may be able to obtain the services of a very competent official, for whom the salary which any individual municipality might be able to offer would be no inducement, or for other reasons which intelligent discrimination will recognize, to consolidate such municipalities into one health district in order to secure the maximum of efficiency in health service. While the number of municipalities which may enter into such a consolidation is not limited by law, yet it is deemed advisable not to have more than three in such health district, as experience has shown that with the exception of isolated instances, a larger number comprises too much territory to be effectively covered by one health officer. In effecting such consolidations, each municipality concerned will pass a resolution requesting same, nominating candidate (to have previously been agreed upon) and stating amount of appropriation made to cover its share of the salary of the president of the proposed health district, all papers to be then forwarded to the Director of Health, through the district health officer, who shall make recommendation upon same. (H–21.)

Number of municipalities in.

Resolutions.

Appointments.

591. Candidates for appointment will be, in so far as practicable, only such as are recommended by the municipal authorities. District health officers should consult with municipal councils regarding the nomination of a candidate, and such nomination, together with a certified resolution of the council, stating amount of appropriation made for the position, when forwarded to the Director of Health for approval, should invariably be accompanied by the recommendation of the district health officer. (H–21.)

Candidates.

592. Candidates for president of municipal health districts should be either duly registered physicians or licentiates of medicine. (H–21.)

Municipal sanitary inspectors.

593. When neither a duly qualified physician nor a registered cirujano ministrante is available, or where the municipality is in such financial state as not to permit of the employment of a qualified official, a sanitary inspector may be appointed, who will assume and perform such of the duties of a president of the municipal board of health as he is competent to undertake. The same procedure with regard to the nomination of sanitary inspectors will be followed as in the case of presidents of municipal boards of health. (H–21.)

Devolvement of duties on municipal president.

594. When municipalities organized into health districts are alleged to be in such financial state that they are unable to employ any health officials whatsoever, and permission has been requested to suppress the position of president of the municipal board of health, an investigation and report as to whether such suppression is justified shall be made by the district health officer, and if the facts as set forth are found to be correct, this Bureau will recommend to the Executive Secretary that the duties of the president of the municipal board of health devolve upon the municipal president, who, when acting in such capacity, shall report to and be under the direction of the district health officer. This arrangement may be continued until the financial condition of the municipality becomes such as to render possible the resumption of a regular health service. (H–21.)

Leave of absence.

595. Applications for leave of absence by municipal health officials must be sent, together with resolution of municipal council, properly

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certified, expressing its approval or disapproval of said application, through the district health officer, who shall make definite recommendation thereon, stating, at the same time, what person has been selected to substitute for the absent official in the event his application is approved. (H–21.)

ARTICLE XX.

CIVIL SERVICE REQUIREMENTS.

Purpose of rules.

596. These rules are intended only for the guidance of employees, and are in no sense final, because all civil-service matters must invariably be acted upon by the Civil Service Bureau.

APPOINTMENTS.

Effective.

597. Appointment is effective upon the date of reporting for duty, unless otherwise regulated by the Bureau of Civil Service.

Report on arrival.

598. An eligible appointed in the United States should report to the Director of Civil Service upon the day of arrival in Manila; and in the event of its being an official holiday, upon the first business day thereafter, after which he must report immediately to the Director of Health; leave shall not accrue prior to date of reporting for duty in the Philippine Islands.

Discharge for unsatisfactory service.

599. The appointing officer may at the expiration of, or at any time during, the probational period of six months notify an employee that on account of his conduct or capacity not being satisfactory, he will not receive absolute appointment. Such notification, without other formality, shall discharge him from the service:

Reinstatement to civil-service positions.

600. Any person who has been regularly appointed to a position in the classified civil service and who has through no delinquency or misconduct been separated therefrom may, if no good reason to the contrary appears, upon the requisition of the proper officer and the certificate of the Director, be reinstated to a vacant position of a class not higher than that from which he was separated, under the conditions named below: *Provided*, That in the discretion of the Director he may be reinstated to a vacant positon of a higher class. The last two sections of this rule apply to the unclassified as well as to the classified service.

Noncompetitive examinations.

1. If the person had regularly entered the service without examination, a noncompetitive examination may be required, in the discretion of the Director, prior to reinstatement.

2. If for original entrance to the position proposed to be filled by reinstatement there is required, in the opinion of the Director, an examination essentially higher than, or different from, the examination for original entrance to the position previously held by the person whose reinstatement is proposed, a noncompetitive examination may be required prior to reinstatement.

Probationary reinstatement.

3. A person who has served six months or less in the Philippine civil service may be reinstated as a probationer within a period of six months following his separation from the service under the former appointment; a person who has served more than six months but less than two years, and who has received absolute appointment,

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may be reinstated within one year; a person who has served two years, but less than three years, may be reinstated within two years; a person who has served three years, but less than four years, may be reinstated within four years; a person who has served four years, but less than five years, may be reinstated within four years; and a person who has served five years or more may be reinstated within five years from the date of his separation from the service.

Army or Navy enlistment.

4. Subject to the other conditions of these rules, any person whose separation from the classified civil service was caused by his enlistment or acceptance of a position in the active military or naval service of the United States, and who was honorably discharged therefrom, may be reinstated without regard to the length of time he has been separated from the civil service.

Half salary and traveling expenses.

5. A person in the United States who resigns from the Philippine classified or unclassified civil service before having rendered three years' service in the Philippine Islands, and who is reinstated in either of said services, shall not be entitled to the half salary and traveling expenses provided by law for persons residing in the United States who are appointed to the Philippine civil service: *Provided, however,* That a person originally appointed in the United States who did not receive half salary and traveling expenses en route to the Islands and accrued leave of absence under his original appointment because of the fact that he left the service prior to the rendition of two years' service, shall be entitled to such half salary and traveling expenses on reinstatement.

6. No person separated from the Philippine classified or unclassified civil service before having served the full period prescribed by law or contract shall be allowed to reënter either of said services until he shall have made good all loss caused by such separation and shall have refunded to the Government such proportion of the total expenses, if any, incurred by it by reason of his appointment, including salary and traveling expenses prior to the date he actually entered upon the duties of his position, as the time he failed to serve is to the time required by law or contract, and then only on the approval of the head of the department from which he was separated. Applications of such persons for reentrance to the service should be made through the Director.

Transfers.

Hereafter when permission to transfer has been given the same will expire without further notice at the end of thirty days from the date of issuance.

LEAVE OF ABSENCE.

Leave of absence.

601. All officers and employees in the classified civil service on an annual salary may receive accrued and vacation leave of absence. Application on proper form, approved by the chief of the division, should be forwarded to the Director of Health for approval.

Date on applications.

602. All dates on applications for leave should be inclusive of the first and last day of leave actually taken.

Regular forms to be used.

603. Verbal or written permission, except on the regular form, from any person whomsoever does not fill the requirements of the civil service regarding leave of absence. The regular civil-service printed form must be used, and unless application on such form covering leave is received before the 28th of the month during which leave

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is taken, the name of absentee will be ruled off the pay roll and salary for the time of absence withheld until such time as the application has been properly made and approved. (F–24.)

Absence without approval.

604. The mere making of application for leave does not warrant absence until the employee has ascertained that the application is approved.

Illness.

605. In cases of sudden illness, and in other emergencies when absence can not be foreseen, the central office should be immediately notified in writing. If it is impossible to estimate the length of time to which such absence is likely to extend, application may be forwarded upon the first day of return to duty. If, however, it can be safely estimated that leave will extend beyond the end of any month, and payment for the time of absence is desired, an application may be forwarded to include the last day of the month, as payment can not be made unless leave has been approved by the Bureau of Civil Service.

Carrying on work during absence.

606. Application for leave of absence should not be approved by division chiefs or medical officers unless proper arrangements have been made for the operation of their divisions during the absence of the employee requesting leave. When an employee desires leave and it is not possible for the chief of the division to make the necessary arrangements for the performance of the duties of such employee while absent, from the personnel of his division, the matter should be first taken up with the central office and information secured as to whether proper substitute can be arranged for.

Written notice of absence.

607. Written notice should be sent to the central office of the date upon which an officer or employee takes advantage of leave granted and the date of return to duty.

Half holidays.

608. Absence on Saturday or other authorized half holidays will be counted as one full day. Absence on a Sunday or a holiday occurring at the beginning or end of a period of leave shall not be chargeable to leave, unless the Director of Health shall decide that the services of the employee were required on that date.

Absence charged against.

609. Absence of regularly appointed officers and employees due to illness is charged first against vacation, then against accrued leave, until both are exhausted, when further absence is without pay.

Absence not on account of illness.

610. Leave of absence for any reason other than serious illness or physical incapacitation must be contingent upon the necessities of the service.

Persons not entitled to leave.

611. Persons who receive compensation for official duties performed in connection with private business, vocation, or profession, such duties requiring only a portion of their time, are not entitled to leave. This shall not be construed to include officers or employees doing private business outside of office hours with the approval of the Governor-General. All temporary officers and employees and all officers and employees who receive compensation at other than annual rates are not entitled to leave of absence of any kind with pay.

Address.

612. Employees on leave of absence shall leave their addresses with the central office; those who are on leave away from Manila shall report by registered mail to the Director of Health their post-office addresses for the following month, and in like manner in detail any unavoidable delay during the period contemplated by their leave.

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Vacation leave.

613. Vacation leave.—Regularly appointed employees in the classified service may be allowed vacation leave in accordance with the following schedule, inclusive of Sundays and holidays:

	Days.
Persons receiving salary of less than ₱2,000 per annum	21
Persons receiving salary of ₱2,000 per annum or more, and trained nurses	28

Application for.

614. Application for vacation leave of absence for one full day or more should be made on Form 55, five days in advance whenever possible. Application for leave of absence for less than one full day need not be made on Form 55, but written request for, or notice of, leave taken should be forwarded to the Director of Health.

When granted.

615. Vacation leave can only be granted during the calendar year in which it is earned, or during January or February of the following year.

Leave during first six months' service.

616. Vacation leave during the first six months' service will be granted only in case of sickness or necessity; payment for such leave will be withheld until applicant has completed six months' service, unless absence is covered by a medical certificate on civil-service Form 41.

Payment for leave.

617. Payment for all vacation leave taken will be withheld until five days after return to duty, unless the employee has completed two years' service and has a sufficient amount of accrued leave to his credit to cover the vacation leave taken: *Provided*, That in cases where absence is due to wounds or injuries incurred in the performance of duty, the Governor-General or proper head of Department may direct that payment be made on receipt of medical certificate on civil-service Form 41.

Vacation with accrued leave.

618. Vacation leave for one full year only will be granted in connection with accrued leave, and no vacation leave will be allowed on separation from the service by resignation or otherwise.

Leave without pay.

619. Leave without pay of persons in the classified service must be applied for and approved by the Director of Civil Service the same as vacation or accrued leave. Leave taken without pay reduces proportionately the vacation and accrued leave which may be granted for any calendar year; i. e., if a person has taken three months leave of absence without pay, he will be entitled to only three-fourths as much vacation and accrued leave for that calendar year as if he had worked the entire year.

Accrued leave.

620. Accrued leave.—After at least two years' continuous, faithful and satisfactory service, an officer or employee may be granted accrued leave of absence with full pay, inclusive of Sundays and holidays, in accordance with the following schedule:

	Days.
Salary less than ₱1,800	20
Salary from ₱1,200 to ₱1,800 with subsistence and quarters, and ₱1,800 or more, but less than ₱3,600	30
Salary ₱3,600 or more	35

Leave accrues on leave.

621. Leave shall accrue while an officer or employee is on duly authorized leave with pay.

Application for accrued leave.

622. Application for a portion of accrued leave due shall be made on civil-service Form 39; when all accrued leave due is desired, it

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shall be made on civil-service Form 39–A. Application for all accrued leave due should be made at least fifteen days in advance of the date upon which leave is to become effective.

Commutation of accrued leave.

623. Except on resignation, commutation of leave shall not be made to an officer or employee who remains in the Philippine Islands during the period of leave granted, and no officer or employee who is granted leave of absence and has the same commuted shall return to the Islands more than three weeks prior to the expiration of the period of leave commuted without refunding to the Insular Treasury, through the Bureau of Health, the money value of the unused portion of such commuted leave. Severe penalties are imposed for violation of these provisions.

Payment for accrued leave.

624. An officer or employee who applies for accrued leave which was earned at different rates of compensation shall be granted leave with pay at the salary he is last receiving for a period equaling in money value the period of accrued leave estimated in accordance with the provisions of paragraph 620 hereof, and he may be granted, if he so desires, such additional leave, without pay, as will give him the aggregate length of time on leave, with and without pay, as provided in above-mentioned paragraph; i. e., if he receives an annual salary of ₱1,200 during the first two years' service, and a salary of ₱2,400 during the third year's service, he will be granted *two* months' accrued leave at ₱2,400, instead of three months' accrued leave, one at ₱2,400, and the other two at ₱1,200; but in order to enjoy the maximum amount of leave allowed, he may be granted one month's leave without pay, thus giving him the total of three months' leave due him for three years' service, two at ₱2,400, the salary he last received, and one without pay.

Absence during first two years.

625. Payment for absence during first two years of service properly chargeable to accrued leave shall be withheld until such leave has been earned in accordance with the provisions of paragraph 620 hereof: *Provided, however,* That in case of absence due to illness, the Governor-General or proper head of Department may direct that payment for such absence, not to exceed vacation and accrued leave to credit, be made on receipt of medical certificate on civil-service Form 41.

Wounds and injuries.

626. In case an officer or employee in the civil service, Insular or provincial, or of the city of Manila, permanent or temporary, is wounded or injured in performance of duty, the Governor-General or proper head of Department, on receipt of medical certificate on civil-service Form 41, may direct that absence during the period of disability caused by such wound or injury shall be on full pay for a period not exceeding six months: *Provided,* That if the officer or employee is entitled to vacation leave under paragraph 613 hereof, absence due to wounds or injuries shall be charged first against such vacation leave: *And provided further,* That the Governor-General or proper head of Department may, in his discretion, authorize payment of medical attendance, necessary transportation, and hospital fees, for officers and employees so wounded or injured. Absence caused from wounds or injuries received in line of duty is not chargeable to accrued leave due officer or employee until period of six months has expired; after accrued leave is exhausted, further leave is without pay.

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Sickness as distinguished from wounds.

627. *The provisions of the above paragraph shall not be construed to cover sickness as distinguished from physical wounds.*

Five years' accrued leave.

628. No person shall at any time have to his credit more than the accrued leave allowed for the last five years' of service; i. e., the leave earned during the first year of this period, if not taken, is lost proportionately as leave continues to accrue on the sixth year of service.

Accrued leave of employees on death.

629. In case of the death of a regularly appointed officer or employee, who has rendered faithful and satisfactory service, the unused accrued leave that was earned up to the time of death shall be determined and the salary equivalent thereto paid to the person or persons entitled by law to receive the same. Such accrued leave may be commuted when it is to the interest of the public service that the position left vacant be immediately filled.

Leave granted on resignation after three years' service.

630. Leave granted on resignation.—Irrespective of leave granted, a regularly appointed officer or employee, a resident of the United States, who has rendered continuous, faithful and satisfactory service for three years or more in the Philippine Islands, shall, upon his retirement from the service, be allowed half salary for thirty days in addition to full salary for the period which may be granted him as leave of absence, and if appointed prior to January 12, 1904, he shall also be furnished transportation from Manila to San Francisco, or transportation of equal cost to the Government by any other route, provided he leave the Islands within six months after retiring from the service. Application for all accrued leave due at time of resignation should bear the words: "Resignation tendered, commutation of leave and thirty days' half salary requested."

Application for leave after resignation.

631. No application for leave of absence made by an officer or employee will be considered unless presented within six months of the acceptance of his resignation.

Separation for cause.

632. Separation for cause.—An officer or employee separated from the service for cause shall not be granted leave or any other privileges.

Permission to leave the Philippines.

633. Leave of absence with permission to leave the Philippine Islands.—An officer or employee who has served in the Islands for three years or more, and who has to his credit the accrued leave of two full years of service, may be granted permission to leave the Philippine Islands, with the half pay and traveling expense allowances hereinafter provided: *Provided*, That such permission shall not be granted oftener than once in three years.

Attention is invited to the following communication from the Director of Civil Service:

Transfers to Federal service.

"A letter has been received from the United States Civil Service Commission stating that many persons in the Insular Service returning to the United States on leave or on resignation fail to supply themselves with the evidence of their employment in the Insular service and of their examination status necessary to enable the Commission to authorize their transfer to the Federal service, and suggesting that all employees visiting the United States on leave or resignation from the service, whether or not they intend to seek transfer to the Federal service, obtain a letter from the

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Bureau of Civil Service giving their services and examination record in order that should they subsequently decide to seek transfer or reinstatement there may be no expense or delay in obtaining information which must be had before transfer or reinstatement can be authorized by the United States Civil Service Commission.

"It is requested that this circular be brought to the attention of all American employees in the Bureau in order that they may be advised of the necessity of obtaining a certificate as to their record on resigning or visiting the United States. Requests for certificates may be made directly to the Bureau of Civil Service verbally or by letter.

"Very respectfully,

"B. L. FALCONER,
"Director of Civil Service."

(1–12.)

Leave to cover time consumed in traveling.

634. In case an employee is granted permission to visit the United States after three or more years' service, in addition to the leave granted, he shall be allowed sixty days with half pay for the time occupied by him in going to and returning from the United States, if he is serving in Manila; and half salary for sixty days plus the actual and necessary time consumed from the date of departure from station to date of departure from Manila, and on returning, from date of arrival in Manila to date of arrival at station, if he is serving in the provinces. Thirty days' half salary to cover time consumed in going to the United States will be commuted to residents of the United States on leaving the Philippines; the remainder to be commuted five days after return to duty.

Refund of traveling expenses.

635. Cost of transportation and actual and necessary traveling expenses from place of residence in the United States, if by route and steamer directed, will be refunded on completion of two years' satisfactory service. If not a resident of the United States, cost of transportation and actual and necessary traveling expenses will be allowed from port of embarkation.

Returning from foreign countries, etc.

636. If the employee is returning from leave spent in any country other than the United States, he shall be allowed actual and necessary traveling expenses from the port of embarkation, not to exceed ₱400.

Two years' accrued leave.

637. An officer or employee who has served in the Islands for two years but less than three years, may be granted permission to leave the Philippines and have his leave commuted, but he will not be granted sixty days' half salary to cover time consumed in traveling, nor will his return transportation be refunded at the end of two years, as is the case with employees who have served three years in the Islands. One month's vacation leave may be granted in connection with two years' accrued leave, payment for same to be withheld until five days after return to duty.

Applications.

638. Application by residents of the United States for accrued leave with permission to leave the Philippine Islands after three years' service should bear the words: "Commutation of leave and thirty days' half salary requested." Application for accrued leave with permission to leave the Philippine Islands by residents of the United States who have served less than three years, or by non-residents of the United States, should bear the words: "Commutation of leave requested."

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Absence without explanation.

639. After forty days' absence without a satisfactory explanation given in advance, an officer or employee will be dropped from the rolls.

Report on return from leave.

640. After leave of absence spent in the United States or foreign country, a written report on return to duty, giving the following data, must be immediately forwarded to the central office:

OFFICERS AND EMPLOYEES STATIONED IN MANILA.

(*a*) The name of the country visited from which return traveling expenses are claimed under paragraph 635 hereof.

(*b*) The last day of service in Manila.

(*c*) The date of departure from Manila, and the name of the vessel upon which the officer or employee left Manila.

(*d*) The names of any other vessels upon which transportation was had between Manila and the country visited, if any change in vessels was made, and the date of arrival in the country visited.

(*e*) The date of departure from the country visited.

(*f*) The name of the port of embarkation in such country, and the name of the vessel upon which the employee embarked.

(*g*) The names of any other vessels upon which transportation was had between such port of embarkation and Manila, if any change in vessels was made.

(*h*) The date of arrival in Manila.

(*i*) The first day of service after arrival in Manila.

(*j*) Whether or not it is desired to relinquish a part of the half pay allowable, provided the officer or employee has not used all the vacation and accrued leave with full pay allowable.

OFFICERS AND EMPLOYEES STATIONED OUTSIDE OF MANILA.

In addition to the information requested above, in sections, (*a*), (*b*), (*c*), (*d*), (*e*), (*f*), (*g*), (*h*), (*i*), and (*j*), the following data must be given:

(*a*) The name of the city or town in which stationed prior to taking leave.

(*b*) The date of departure from station for Manila; if water transportation was used, the name of the boat should be stated.

(*c*) The date of arrival in Manila.

(*d*) The inclusive dates of official duty performed in Manila prior to departure therefrom, if any official duty was performed; the chief of division or office under whose authority such duty was rendered should certify to its performance and state the character thereof.

(*e*) On return to Manila, the inclusive dates of official duty performed in Manila prior to returning to station, if any official duty was performed; the chief of the division or office should certify to the performance of such duty in accordance with previous paragraph.

(*f*) The date of departure from Manila for station; if water transportation was used the name of the boat should be stated.

(*g*) The date of arrival at station, and the name of the station.

(*h*) Whether or not the first transportation for the United States or foreign country after arrival in Manila from station, or the first transportation for station after return to Manila, was used; if not, a full statement of the causes of delay should be made.

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641. If, on returning from leave of absence, an officer or employee whose station is in the provinces is temporarily assigned to duty in Manila pending permanent assignment to duty in the provinces, he should make request for the partial adjustment of his leave in order that payment may be made for the allowances (vacation leave and half pay) withheld until return to the Islands. The request for such partial adjustment should show the first day of service in Manila and the necessary data indicated above. When the officer or employee is assigned to his permanent station, a supplemental statement should be furnished, showing the last day of service in Manila and the remaining data indicated above. The question of the final adjustment of the leave will then be taken up. Temporary assignment to Manila on return.

642. Vouchers covering the actual and necessary return traveling expenses should be made out as soon as possible after return to the Philippine Islands, and forwarded to the Insular Auditor, through the Director of Health. At the expiration of two years' service, a letter requesting reimbursement for the same or for deductions from salary to cover cost of transportation, if the same was advanced by the Government, should be addressed to the Insular Auditor through the Director of Health and the Director of Civil Service. Vouchers covering traveling expenses.

CLEARANCE NECESSARY FOR BONDED OFFICIALS OR EMPLOYEES.

643. Any bonded officer or employee of the Civil Government of the Philippine Islands who leaves or attempts to leave the Philippines without first securing a clearance from the Auditor showing that his accounts with the Government have been satisfactorily settled and adjusted, shall be deemed guilty of gross neglect of duty, and shall be punished by imprisonment for not exceeding six months or by a fine of not more than ₱1,000, or both, in the discretion of the court. (Act No. 1161, sec. 1.) Clearance of bonded employees.

644. In the case of officers and empoyees under bond, no voucher subsequent to the date of approval of his application for accrued leave, resignation, or request for transfer, will be approved for payment, until he has first presented a current official clearance from the Auditor as provided by Act No. 1161. Approval of vouchers withheld.

645. No employees will be paid on final payments or accrued leave until a certificate from the chief, property division, is presented, stating that the employee is not responsible for property. Clearance from property division.

646. Officers and employees of the Culion leper colony or Baguio Hospital divisions will secure a clearance from the property clerk of their respective divisions as well as from the chief, property division, before final voucher will be signed. Culion and Baguio divisions.

ESTATES OF DECEASED CIVIL SERVANTS.

647. When any civilian employee who is a citizen of the United States in the service of the Government of the Philippine Islands or any branch thereof, shall die in that service, having real property or real and personal property in the Philippine Islands, the entire value of which does not exceed ₱1,500, and no regular administration in accordance with the Code of Civil Procedure shall have been had, the Attorney-General is authorized to take possession of the estate of such deceased person, to make a complete inventory thereof, and dispose of same in accordance with law. Estates of deceased civil servants.

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ARTICLE XXI.

TRANSPORTATION.

TRANSPORTATION VIA COMMERCIAL LINERS.

Transportation as distinguished from leave.

648. To the United States.—Requests for transportation should be made the subject of communications separate and distinct from requests for commutation of leave of absence or presentation of resignation.

Payments.

649. All payments for transportation to the United States via commercial lines with which the Government has contracts will be made to the local agent of the company upon presentation to such agent of a transportation request from the Executive Secretary, and all applications for such transportation should be made through the Director of Health.

Applications.

650. Applications should contain the following information:

(*a*) Name of applicant.

(*b*) Bureau or Office in which employed.

(*c*) Approximate date transportation is desired, and whether via San Francisco, Tacoma, Seattle, or New York.

(*d*) City in the United States to which transportation is desired.

(*e*) Whether applicant has resigned or has been granted leave of absence with permission to visit the United States, giving the date such resignation or leave becomes effective.

(*f*) Names of the members of his family, if any, for whom he desires transportation; and if any are children under 12 years of age, their ages and sexes.

(NOTE.—In case the applicant desires transportation for a member of his family only, and not for himself, question (*e*) will be disregarded.)

Requests.

651. Upon receipt of the above information, the Executive Secretary will issue and deliver to the applicant a transportation request upon the Manila agents of the line by which transportation is desired, and it will be necessary for the applicant to make subsequent arrangements with such agents.

Government transportation—resigning employees.

652. Transportation at Government expense—resigning employees.—In cases where an employee is resigning from the service and is entitled to transportation to the United States at Government expense by reason of special contract or of having been appointed prior to January 12, 1904, the application for such transportation should be forwarded to the Executive Secretary through the Director of Health and the Director of Civil Service, who will state thereon the reasons entitling the applicant to transportation at Government expense. Steamship agents will, after receipt of transportation request by the Executive Secretary, be requested to furnish transportation to the resigning employee to any point in the United States at the Government contract rate upon payment by him to them of the cost thereof less ₱240, which is the adjusted value of the transportation to be paid by the Government in such cases. Should a resigning employee, entitled to the privileges just mentioned, purchase transportation from a steamship company with which the Government has no contract, the Insular Auditor may commute the

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adjusted value of the transportation due upon presentation of authority therefor, together with a receipt from the steamship company as proof of payment.

U. S. Army transports.

653. When transportation to the United States is furnished upon an Army transport it will be construed as a compliance by the Insular Government with its obligation to furnish transportation to employees entitled thereto.

Not commuted.

654. In the event an employee entitled to transportation to the United States at Government expense does not take advantage of same within six months of his resignation, the cost of such transportation will not be commuted.

Cost.

655. Cost of transportation.—From Manila to either San Francisco, Seattle, or Tacoma the cost of transportation at Government rate is ₱300; from Manila to any point in the United States, ₱300 plus regular railroad rate.

Spanish Mail.

656. The Government rate of transportation to New York via the Suez Canal on the steamers of the *Compañía Trasatlantica* (Spanish Mail) is ₱350. Requests for transportation via this line should be made in the regular way.

Children.

657. In the matter of the transportation of children the general rule of half and quarter rates applies—that is, for one infant under 2 years of age, no charge, but one-fourth rate for each additional infant; children 2 years of age or over, but under 5, one-fourth rate; and children 5 years of age or over, but under 12, one-half the Government rate.

Rates.

658. The rates mentioned above apply to transportation from the United States to Manila.

Applications.

659. From the United States.—Any officer or employee who is granted leave of absence for the purpose of visiting the United States and who contemplates returning to duty upon the expiration of such leave shall, prior to his departure from the Islands, make application through the Director of Health to the Executive Secretary for return transportation, whether or not he desires the Government to advance it. This request should contain similar information to that required by paragraph 650, subsections (*a*), (*b*), (*c*), and (*f*), as well as his post-office address in the United States and point from which transportation is desired.

Refund.

660. The cost of transportation advanced to employees returning from leave of absence will be deducted from the salary of such employees in not more than six monthly installments after their return to duty in the Islands.

Bureau of Insular Affairs.

661. Immediately upon his arrival in the United States the employee should communicate with the Chief of the Bureau of Insular Affairs regarding the transportation desired, and all subsequent correspondence in connection therewith should be conducted with that official.

Address.

662. The Chief of the Bureau of Insular Affairs should also be advised promptly of any changes occurring in the post-office address of the employee while in the United States, and a duplicate of each communication of this character should be mailed at the same time to the Director of Health.

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Members of families or fiancées.

663. Members of families or fiancées.—Any officer or employee of the Government, Insular, provincial, or municipal, may obtain the benefit of the contract rate for transportation from any point in the United States to Manila or *vice versâ* for any member of his family or for his fiancée, by applying through the Director of Health to the Executive Secretary therefor. If payment covering the cost of such transportation is to be made in Manila by the employee, the Executive Secretary will issue a transportation request upon the local agents of the steamship company for the desired transportation and the employee will make payment to said agents. If the transportation is to be paid for in the United States by the person for whom requested, the application will be forwarded by the Executive Secretary to the Chief of the Bureau of Insular Affairs, and that official will make the necessary arrangements.

Defined.

664. The term "members of family," as used in the transportation contracts, will be construed to include wives, children, parents, and servants constituting the dependent members of one household.

Address.

665. In all cases the name and address of the person in the United States for whom transportation is desired should be given, as well as information similar to that mentioned in paragraph 650.

Cablegrams.

666. The cost of any cablegrams necessitated by the noncompliance on the part of any employee with the foregoing instructions will be charged to such employee, and the proper disbursing officer instructed to deduct such cost from any salary due or that may become due him.

TRANSPORTATION VIA UNITED STATES ARMY TRANSPORTS.

Application.

667. To the United States.—The transport service is maintained primarily for the use of the United States Army, and while in the future it may be possible occasionally to secure accommodations for employees of the Insular Government, attention is invited to the fact that, due to the constant movement of troops to and from the United States, accommodations for persons other than those entitled thereto by their connection with the military service are necessarily limited, and in view of the low rates governing transportation via commercial liners, it is not deemed advisable to encourage the practice of requesting such transportation. The military authorities are unable to advise as to accommodations available for Insular employees until just prior to the sailing of the transport, and should notice be received that transportation can not be furnished in any case, such short notice would naturally limit the possibility of the agents for the commercial lines providing good accommodations should it be necessary for the employee to leave the Islands without delay. When transportation from Manila to San Francisco on an Army transport is desired by any officer or employee for himself or a member of his family, the request should be addressed to the Executive Secretary through the Director of Health, and contain the following information:

(*a*) Full name of persons for whom requested, condition of health, and if Government employee, official designation and length of time in Philippine service.

(*b*) If Government employee, whether trip to the United States is on leave of absence or due to resignation from the service.

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(*c*) If the person by or for whom request is made is in poor health, a doctor's certificate must be inclosed showing the nature of the illness and whether he or she is in physical condition to withstand the journey.

(*d*) Whether it is the intention of the employee or the member of his or her family, by or for whom request is made, to return to the Philippine Islands.

Requests for transportation on Army transports.

Special attention is invited to the following circular regarding transportation on vessels of the Army Transport Service and the requirement exacted by the Quartermaster's Department under date of May 9, 1910.

Strict compliance with this circular is requested, as failure to comply will result in the return of the paper for correction.

In addition to the data furnished below applicants will be required to state whether they will accept first or second cabin or troop accommodations.

"HEADQUARTERS, PHILIPPINES DIVISION,
"OFFICE OF THE CHIEF QUARTERMASTER.
"*Manila, May 9, 1910.*

"*Memorandum for the Adjutant-General. Subject: Application for transportation on Army transports by officers and employees of the Insular Government.*

"1. All applications for oceanic or interisland transportation on Army transports for officers and employees of the Insular Government and for members of their families must be forwarded (with the approval of the chief of Bureau to which the officer or employee belongs), through the Executive Secretary, to the Adjutant-General, Philippines Division.

"2. The application must set forth that the applicant is not engaged in commercial or professional business in the Philippine Islands, must indicate the office or position held under the Insular Government, and must state whether the expense is to be borne by the individual or by the Insular Government.

"3. Officers and employees seeking transportation for members of their families will include in their applications, the following information:

"(*a*) The relationship between themselves and the person or persons for whom transportation is requested.

"(*b*) The ages and sex of children.

"(*c*) Except in case of wife or minor child, a certificate to the following effect:

"'I certify that ....., for whom transportation is herein requested is my ....., and is a bona fide member of my family, having residence with me in the Philippines.'

"4. Transportation will not be authorized for officers or employees of the Insular Government who are engaged in commercial or professional business in the Philippine Islands, nor will be furnished to relatives of officers or employees who are not bona fide members of applicant's family.

"F. G. HODGSON,
"*Deputy Quartermaster-General, U. S. Army,*
"*Chief Quartermaster.*"

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Members of families or fiancées.

663. Members of families or fiancées.—Any officer or employee of the Government, Insular, provincial, or municipal, may obtain the benefit of the contract rate for transportation from any point in the United States to Manila or *vice versâ* for any member of his family or for his fiancée, by applying through the Director of Health to the Executive Secretary therefor. If payment covering the cost of such transportation is to be made in Manila by the employee, the Executive Secretary will issue a transportation request upon the local agents of the steamship company for the desired transportation and the employee will make payment to said agents. If the transportation is to be paid for in the United States by the person for whom requested, the application will be forwarded by the Executive Secretary to the Chief of the Bureau of Insular Affairs, and that official will make the necessary arrangements.

Defined.

664. The term "members of family," as used in the transportation contracts, will be construed to include wives, children, parents, and servants constituting the dependent members of one household.

Address.

665. In all cases the name and address of the person in the United States for whom transportation is desired should be given, as well as information similar to that mentioned in paragraph 650.

Cablegrams.

666. The cost of any cablegrams necessitated by the noncompliance on the part of any employee with the foregoing instructions will be charged to such employee, and the proper disbursing officer instructed to deduct such cost from any salary due or that may become due him.

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Application.

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(*a*) Full name of persons for whom requested, condition of health, and if Government employee, official designation and length of time in Philippine service.

(*b*) If Government employee, whether trip to the United States is on leave of absence or due to resignation from the service.

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In addition to the information already requested in paragraph 2 of this circular the applicant is requested to state the exact official designation of his office or position and the salary he is receiving from the Insular Government. (I–36.)

Applications.

668. From the United States.—Information has been received recently from the Bureau of Insular Affairs to the effect that no action will be taken by the Quartermaster-General of the Army in Washington upon requests by *members of the families* of Insular employees for transportation to Manila by Army transports. All future requests of this character must therefore be made by the employee himself, through the Director of Health, to the Executive Secretary, who will refer them to the Commanding General of the Philippines Division, whose approval is now required by the Quartermaster-General as a prerequisite to the consideration of such requests. If the commanding general makes favorable recommendation, the request will be returned to the Executive Secretary and forwarded to the Bureau of Insular Affairs at Washington. No assurance can be given, however, that the transportation will be granted, even though compliance be made with this requirement.

Classification of employees requesting transportation on Army transports.

669. It is requested that future applications of officials and employees for transportation for themselves on an Army transport to or from the United States, ports en route, or between ports in the Philippine Islands, be accompanied by a statement indicating clearly whether transportation, by other than an Army transport, would be at the expense of the Government. To simplify matters the following classification of employees is made:

1. *Those going to the United States, ports en route, or to ports in the Philippine Islands, on leave of absence, intending to return to duty in the Islands.*

As no employees are ever entitled to interisland transportation or to transportation to the United States at Government expense while on leave of absence, employees of class one will send their applications to the Executive Secretary through the Director of Health with a statement that transportation by commercial liner or interisland vessel, as the case may be, would be at their own expense.

2. *Those going to the United States on leave of absence, whose resignations from the service become effective after arrival in the United States.*

Such of this class of employees as would be entitled, upon resignation, to transportation to the United States at Government expense, will include such a statement in their applications, which should be forwarded to the Executive Secretary through the Director of Health. Those who would not be so entitled will follow the procedure outlined for employees in class one.

3. *Those desirous of returning to the Islands by transport, at the expiration of leave of absence.*

Such employees as would become entitled to reimbursement of traveling expenses at the expiration of the required period of service after return to duty, will so state in their applications, which should be forwarded through the Director of Health and the Director of Civil Service. Those who would not be so entitled will follow the procedure outlined for employees in class one.

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4. *Those traveling on official business.*

Applications will be forwarded to the Executive Secretary by the Director of Health, with a statement that such employees are traveling on official business.

Remains, animals, lumber, freight, mail, money.

670. Requests for transportation of remains, animals, lumber, freight, mail, or money should be sent through the Executive Secretary and the Director of Health, and should indicate clearly whether the cost of transportation, if by commercial liner, would be borne by the Insular Government.

ARTICLE XXII.

PHYSICAL EXAMINATIONS OF CIVIL SERVICE APPLICANTS.

By whom performed.

671. Physical examinations of civil-service applicants in the city of Manila shall, as a rule, be made at Station J, corner of Palacio and Victoria Streets, Intramuros. Under exceptional circumstances, however, they may be performed by any medical officer of the Bureau of Health. Physical examinations of civil-service applicants in the provinces will be made by district health officers or other qualified medical officers of the Bureau of Health.

Owing to several recent cases of apparent misunderstanding of one of the duties of medical officers of the Bureau of Health, it is stated for the information of all concerned that when any person appears at the office of a medical officer of the Bureau of Health, outside of Manila, bearing a letter from the Director of Civil Service or other responsible officer, requesting physical examination, such examination should be made and report rendered as requested. (H-24.)

Records.

672. An accurate record on the form prescribed must be retained of each applicant examined. These records must be transmitted to the central office on the 30th day of June of each year.

ARTICLE XXIII.

OPIUM PATIENTS. (G-2.)

Act 1761.

673. The attention of all health officials is invited to the provisions of Act No. 1761, of the Philippine Commission.

Hospitalization of opium patients.

674. Certain funds collected under the operation of the above Act are available for the treatment of opium habitués, and they may be sent either to the Mission Hospital, Iloilo, or to the San Lazaro Hospital, Manila. In cases where habitués are too poor to pay their transportation to such hospitals, the following arrangements have been made with the Collector of Internal Revenue:

Free transportation for indigents.

675. The internal-revenue agent will forward the revised regular form used in these cases to the district health officer, recommending that the applicant be given hospital treatment free of charge. The district health officer, after assuring himself that the person indicated is indigent and has no funds to pay for his transportation, will

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forward the form to the provincial treasurer of the province concerned, requesting that official to issue transportation request for third-class transportation to the nearest hospital above mentioned. The district health officer will be held personally accountable for excess transportation charged on account of his not having ascertained the cheapest route to a hospital for opium habitués.

Reports.

676. The district health officer will in every case promptly report to the Director of Health by letter the name, age, sex, brief history, and other pertinent information with regard to the patient, together with date transportation was requested. A copy of this letter should be given to the patient, and in case his destination is Iloilo, a copy should be sent to the internal-revenue agent at that place. The patient will be instructed to report immediately upon arrival in Manila to the Collector of Internal Revenue, or in Iloilo to the internal-revenue agent, who will take the necessary steps to place the patient in the proper hospital.

ARTICLE XXIV.

COAST AND GEODETIC SURVEY MAPS.

Maps.

677. Officers and employees of the Bureau of Health are directed to forward to the Chief of the Bureau of Coast and Geodetic Survey, through the Director of Health, any maps of portions of the Philippine Islands as yet unmapped or inaccurately mapped, which they may have occasion to make. Should any important inaccuracies in existing maps be noted, these should be reported promptly in the same manner. (F-26.)

ARTICLE XXV.

BUREAU OF HEALTH CENSUS.

Census.

678. When a census is taken by the Bureau of Health, the following information shall always be included:

(*a*) Name of the district or barrio.
(*b*) Name of the street.
(*c*) Character of buildings—strong, mixed, or light materials.
(*d*) Number of living rooms.
(*e*) Number of males under 10 years of age, by nationality.
(*f*) Number of males over 10 years of age, by nationality.
(*g*) Number of females under 10 years of age, by nationality.
(*h*) Number of females over 10 years of age, by nationality.
(*i*) Totals by streets.
(*j*) Totals by districts or barrios. (F-1.)

Enumeration.

679. All persons including servants residing in house at time of census, whether actually present or not, should be enumerated, and in case of doubt as to age, the enumerator shall exercise his judgment. (F-1.)

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ARTICLE XXVI.

CHOLERA MEASURES—(1) SPECIAL SANITATION—(2) MEASURES FOR THE PREVENTION OR SUPPRESSION OF OUTBREAKS OF CHOLERA.

PART 1.—USE OF FECAL MATTER FOR FERTILIZING PURPOSES.

Use of fecal matter for fertilizing purposes.

680. Attention is invited to the following extract from Act No. 1526:

"No farmer, market gardener, or other person shall use any human excreta, excrement, dejecta, or the contents of any water or earth closet, privy, vault, cesspool, latrine, pail, or other receptacle for human feces or urine as a fertilizer for any land on which is grown any article or product intended for human food or consumption, or allow any human excrement, excreta, or dejecta to be sprinkled on or applied in any manner to any crops, product, or vegetation growing on said land * * *."

Prosecution.

681. It shall be the duties of health officials to make special efforts in order that cases of violation of this law may be promptly detected, and to institute legal proceedings against offenders.

Reports.

682. A report of all cases should be made to this office, giving place, name, race of accused and the date of his detection, the date of filing of complaint, action and final decision of court. (E–4.)

PART 2.—MEASURES FOR THE PREVENTION AND SUPPRESSION OF OUTBREAKS OF CHOLERA.

I. PREVENTIVE MEASURES.
II. SUPPRESSIVE MEASURES.

Preventive measures.

683. I. Preventive measures.—As *preventive measures*, in territory menaced by cholera, must be considered the following:

1. Establishment of a system of securing and recording information.
2. Organization of available force for sanitary work.
3. Enactment of necessary ordinances.
4. House-to-house inspection.
5. Safe disposal of the feces of the entire population.
6. Supervisory control of the water supplies.
7. Supervisory control of food and drink and prohibition of certain food stuffs.
8. Campaign of education.

Suppressive measures.

684. II. Suppressive measures.—As *suppressive measures*, after the appearance of cholera, the following are necessary:

1. Quarantine.
2. Disinfection.
3. Examination of stools.
4. Observation of contacts.

I. PREVENTIVE MEASURES.

685. System of securing, recording, and forwarding information.—Each district health officer should provide himself with the following maps:

Maps.

Map of the Philippine Islands.
Map of province.

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Map of municipalities, showing boundary lines between municipalities and showing all barrios.

—of the Philippine Islands.

686. The map of the Philippine Islands is to be used by him for keeping track of the extent of infected territory and its proximity to his own district. Infected municipalities should be marked with colored pins, and may also be numbered to indicate priority of infection.

Provincial.

687. The provincial map is to be used the same way, viz, to follow closely the march of cholera in the province.

Municipal.

688. The municipal maps are the most important, and he will mark thereon the particular barrios which are infected and which must be subjected to general disinfection. The district health officer must never be satisfied to record on his maps an infected municipality within his own province, but he must also know of and record the exact location of the barrios in which the cases occurred.

Daily record of cases and deaths.

689. He shall also keep a daily record of cases and deaths of cholera by municipalities within his province, on a form similar to the following:

Province of Pampanga.

Date.	Angeles.	Bacolor.	Betis.	Guagua.	Etc.
	C. D.	C. D.	C. D.	C. D.	
July 1	0 0	2 2			
July 2	3 1	5 3			
July 3					

This form can also be used as a part of the monthly report of cholera.

Prompt reports.

690. The district health officer is expected to establish prompt communication between the municipal health officers or persons acting as such and his own office. He will be held responsible for the prompt reporting of suspicious cases. (See par. 371.)

Telephone and telegraph.

691. If telephone or telegraph communication exists, it should be employed in reporting cholera cases. If communication by wire is not possible, service by mail or messenger must be established.

Mail.

692. Subject to the general rules with regard to telegraphing, he shall report cholera cases and deaths by wire to the central office of the Bureau daily, using the following form as a model: "HEALTH, *Manila:*

Form of telegram.

"Cholera: Ambos Camarines, Baao, seventeenth, four, two; eighteenth, six, five; Iriga, seventeenth, nine, four; eighteenth, six, one; Albay: Legaspi, sixteenth, seven, six; Bato, sixteenth, one, zero."

Weekly report.

693. He shall make a weekly report by letter of the cholera situation, the disposition of personnel, etc., and forward the same to the central office of the Bureau on Saturday of each week.

Monthly report.

694. He shall make a monthly résumé report by letter, giving the course of the disease, the disposition of personnel, the special measures taken, and all other interesting features.

Personnel.

695. Organization of the sanitary personnel.—Secure all available personnel for house-to-house inspection; municipal police, municipal and provincial sanitary inspectors, *tenientes* of barrios, and other employees are usually available.

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Districts.

696. Divide the municipality into districts; the districts should be of such size as to permit one man to inspect each house and premises once daily in a working day of eight hours.

Chief inspector and assistants.

697. Place one inspector, policeman, or volunteer in each district. Place one responsible man, such as an Insular sanitary inspector, Insular assistant sanitary inspector, provincial sanitary inspector, or president of the municipal board of health, in charge of the entire inspection force as chief inspector. He should have transportation to enable him to cover the entire municipality quickly, and he should visit all inspectors in their districts and supervise their work daily.

Disinfecting brigade.

698. In addition to the inspection personnel, reserve sufficient force to disinfect houses or contacts. The size of this force will depend on the size of the outbreak. Before cholera appears, one or two men trained under the direction of the president of the municipal board of health or the chief inspector, in the elements of disinfection, will usually be sufficient.

Provincial organization—at the capital.

699. The district health officer; one to three experienced sanitary inspectors to instruct provincial sanitary inspectors in house-to-house inspection and disinfection, and to take charge of general disinfecting parties; a number of provincial sanitary inspectors under instruction, and in reserve for general disinfection or inspection work in the provinces.

Municipal organization—at each municipality.

700. One local health officer; one provincial inspector as chief inspector in charge of house-to-house inspection and instruction of municipal sanitary inspectors, municipal police, or others acting as municipal sanitary inspectors; a number of municipal sanitary inspectors, municipal police, or others acting as municipal sanitary inspectors, for house-to-house inspection; two municipal sanitary inspectors, for disinfection work under the direction of the municipal health officer.

Division of provincial capital into health districts.

701. The district health officer will divide the provincial capital into health districts, making of it a model town for demonstrating house-to-house inspection and disinfection to the provincial inspectors.

Municipal sanitary personnel.

702. After instructing a group of provincial inspectors thoroughly he will place these in the municipalities as chief inspectors, and they in turn will instruct the municipal sanitary inspectors in their duties. The district health officer will replace the provincial inspectors sent to the municipalities with others in need of instruction, until all have been instructed. He will then keep a reserve of provincial inspectors for general disinfection work. This procedure will insure two things, a trained provincial personnel and a trained reserve available for immediate duty in the worst infected places.

House-to-house inspection.

General disinfection.

703. House-to-house inspection and house disinfection to be performed by municipal sanitary inspectors under the supervision of a provincial sanitary inspector. General disinfection of barrios to be performed by the reserve force of provincial sanitary inspectors under the direction of the district health officer or one of the experienced sanitary inspectors from provincial headquarters.

Municipal ordinances.

704. Enactment of necessary ordinances.—Such ordinances as may be necessary to enforce the foregoing instructions, if not already in force, should be urged upon the municipal council, and any delay

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or difficulty encountered in securing their enactment should be promptly reported to the Bureau.

—provisions of. **705.** Municipal ordinances should provide for proper disposal of feces; collection of garbage; sanitary maintenance of premises; proper care of food and drink; and should impose adequate penalties upon violation of the same.

Inspection, object of. **706. House-to-house inspection.**—The object of house-to-house inspection is (1) to detect cases of suspicious illness, and (2) to enforce sanitary maintenance of premises.

Courtesy. **707.** Great stress must be laid upon the neccessity for courtesy on the part of inspectors at all times. They must not depend upon their uniforms alone for announcing the purpose of their visits, but they must request permission in every instance in a courteous manner to enter houses or premises.

Duties of inspectors. **708.** The inspector should ascertain the number of persons in the house, making a careful note for future use, and should insist upon seeing all of them. He should leave Cholera Circular No. 1 with the head of the family, and should be prepared to explain the contents of the said circular and to answer any questions pertaining thereto. He should pay particular attention to the methods employed for the care of water and food. He should insist that water and food be protected against flies and from contamination through any other source. He should insist upon removal of garbage, refuse, and filth, or any condition which favors the breeding and nourishment of flies. He should always bear in mind that flies are likely to breed in even small collections of manure. The ground surface under and around the house must, whenever practicable, be rendered dry by filling and draining. The throwing of wash water or other wastes in the immediate vicinity of the house must be prohibited and prevented. For the correction of insanitary conditions, he should give verbal orders. If these orders have not been carried out by the time of his next visit, he should report the matter immediately to the chief inspector for action. If he finds a case of suspicious illness, he should (1) place the house in quarantine; (2) notify by messenger, or any other means available, the local health officer or the chief inspector; (3) upon the arrival of the local health officer or the chief inspector with the quarantine guard, he will resume his house-to-house inspection.

Suspicious cases.

Disposal of feces. **709. Disposal of feces.**—The existence of bacilli carriers renders necessary the safe disposal of the feces of the entire population. Expensive systems of disposal of wastes are out of the question for the average Filipino town. In poor towns, where no sewer or pail system exists, every householder should be required to dig a simple pit closet and to cover each fecal deposit promptly with lime or fresh earth. If the ground is low and the pit fills with water in the rainy season, a disinfecting solution should be furnished to the householder and the inmates of the house required to deposit their dejections in this solution.

Artesian wells. **710. Supervisory control of the water supply.**—(*a*) If an artesian well is available in a cholera infected district, water from all other sources should be prohibited.

River or stream. (*b*) If the source of water supply is a river or stream and is uninfected, prevent pollution of the stream with human excreta and prohibit the washing of clothes in the stream. If the stream is

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infected or if its pollution can not be prevented, have the water boiled in large tanks and issued under guard, and prohibit the use of unboiled water.

(*c*) If the source of water supply is surface wells, select the best of these, one in each barrio, close the others, and protect the wells selected from pollution. If no wells can be found which furnish safe potable water, the contents of the well may be rendered safe by the permanganate method, or water can be boiled and issued under guard. Surface wells.

711. Supervisory control of food and drink.—Irritating and putrifying or fermenting foods should be prohibited and all vegetables or fruits which are eaten raw, except bananas, oranges, and mangoes. Decayed foods, etc.

712. The closest supervision should be exercised over markets, *tiendas*, restaurants, and any other place where food and drinks are manufactured and sold. Unnecessary handling of food stuffs should be prevented and all food stuffs should be protected from flies and insects. No drink should be allowed to be sold containing water which is neither distilled nor boiled. Supervisory measures.

713. Campaign of education.—Every effort should be made to instruct the people in the prevention of cholera, as outlined in Cholera Circular No. 1. The coöperation of the *cura párroco*, of missionaries, and of school teachers should be secured in instructing the people and inculcating habits of cleanliness. Special stress should be laid upon the use of boiled water, freshly cooked food, protection of food and drink from flies, and washing of the hands before eating. Educational measures.

714. Teach the people that the infection of cholera is primarily in fecal matter alone, and that if they properly dispose of their fecal matter, no great spread of the disease is possible. Fecal matter.

II. Suppressive Measures.

715. Quarantine.—The only quarantine necessary in the prevention or suppression of cholera is the quarantine of infected houses. Interbarrio, intermunicipal, and interprovincial quarantines are seldom feasible and are almost invariably ineffective. Such quarantines impose unjustifiable restrictions upon commerce and personal liberty. Quarantine.

716. House quarantine is the only quarantine which a municipal or district health officer may apply legally without authority from the Secretary of the Interior and the Director of Health. House quarantine.

717. Quarantine of an infected house should be placed immediately upon discovery of the case, and maintained rigidly until the recovery or death of the patient. Quarantine should include all persons exposed to infection whose clothing, hands, and feet have not been disinfected, or persons living and remaining in the infected house. —defined.

Contacts who have been released after disinfection should be kept under daily observation for five days and promptly quarantined if they show any symptoms suggestive of cholera. Contacts.

718. Disinfection.—Three kinds of disinfection are recognized: Disinfection.

House disinfection.
General disinfection.
Treatment of feces.

719. House disinfection should include disinfection of contacts desiring to leave the premises. House disinfection.

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Sickness as distinguished from wounds.

627. *The provisions of the above paragraph shall not be construed to cover sickness as distinguished from physical wounds.*

Five years' accrued leave.

628. No person shall at any time have to his credit more than the accrued leave allowed for the last five years' of service; i. e., the leave earned during the first year of this period, if not taken, is lost proportionately as leave continues to accrue on the sixth year of service.

Accrued leave of employees on death.

629. In case of the death of a regularly appointed officer or employee, who has rendered faithful and satisfactory service, the unused accrued leave that was earned up to the time of death shall be determined and the salary equivalent thereto paid to the person or persons entitled by law to receive the same. Such accrued leave may be commuted when it is to the interest of the public service that the position left vacant be immediately filled.

Leave granted on resignation after three years' service.

630. Leave granted on resignation.—Irrespective of leave granted, a regularly appointed officer or employee, a resident of the United States, who has rendered continuous, faithful and satisfactory service for three years or more in the Philippine Islands, shall, upon his retirement from the service, be allowed half salary for thirty days in addition to full salary for the period which may be granted him as leave of absence, and if appointed prior to January 12, 1904, he shall also be furnished transportation from Manila to San Francisco, or transportation of equal cost to the Government by any other route, provided he leave the Islands within six months after retiring from the service. Application for all accrued leave due at time of resignation should bear the words: "Resignation tendered, commutation of leave and thirty days' half salary requested."

Application for leave after resignation.

631. No application for leave of absence made by an officer or employee will be considered unless presented within six months of the acceptance of his resignation.

Separation for cause.

632. Separation for cause.—An officer or employee separated from the service for cause shall not be granted leave or any other privileges.

Permission to leave the Philippines.

633. Leave of absence with permission to leave the Philippine Islands.—An officer or employee who has served in the Islands for three years or more, and who has to his credit the accrued leave of two full years of service, may be granted permission to leave the Philippine Islands, with the half pay and traveling expense allowances hereinafter provided: *Provided*, That such permission shall not be granted oftener than once in three years.

Attention is invited to the following communication from the Director of Civil Service:

Transfers to Federal service.

"A letter has been received from the United States Civil Service Commission stating that many persons in the Insular Service returning to the United States on leave or on resignation fail to supply themselves with the evidence of their employment in the Insular service and of their examination status necessary to enable the Commission to authorize their transfer to the Federal service, and suggesting that all employees visiting the United States on leave or resignation from the service, whether or not they intend to seek transfer to the Federal service, obtain a letter from the

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Bureau of Civil Service giving their services and examination record in order that should they subsequently decide to seek transfer or reinstatement there may be no expense or delay in obtaining information which must be had before transfer or reinstatement can be authorized by the United States Civil Service Commission.

"It is requested that this circular be brought to the attention of all American employees in the Bureau in order that they may be advised of the necessity of obtaining a certificate as to their record on resigning or visiting the United States. Requests for certificates may be made directly to the Bureau of Civil Service verbally or by letter.

"Very respectfully, "B. L. FALCONER,
"Director of Civil Service."

(1–12.)

Leave to cover time consumed in traveling.

634. In case an employee is granted permission to visit the United States after three or more years' service, in addition to the leave granted, he shall be allowed sixty days with half pay for the time occupied by him in going to and returning from the United States, if he is serving in Manila; and half salary for sixty days plus the actual and necessary time consumed from the date of departure from station to date of departure from Manila, and on returning, from date of arrival in Manila to date of arrival at station, if he is serving in the provinces. Thirty days' half salary to cover time consumed in going to the United States will be commuted to residents of the United States on leaving the Philippines; the remainder to be commuted five days after return to duty.

Refund of traveling expenses.

635. Cost of transportation and actual and necessary traveling expenses from place of residence in the United States, if by route and steamer directed, will be refunded on completion of two years' satisfactory service. If not a resident of the United States, cost of transportation and actual and necessary traveling expenses will be allowed from port of embarkation.

Returning from foreign countries, etc.

636. If the employee is returning from leave spent in any country other than the United States, he shall be allowed actual and necessary traveling expenses from the port of embarkation, not to exceed ₱400.

Two years' accrued leave.

637. An officer or employee who has served in the Islands for two years but less than three years, may be granted permission to leave the Philippines and have his leave commuted, but he will not be granted sixty days' half salary to cover time consumed in traveling, nor will his return transportation be refunded at the end of two years, as is the case with employees who have served three years in the Islands. One month's vacation leave may be granted in connection with two years' accrued leave, payment for same to be withheld until five days after return to duty.

Applications.

638. Application by residents of the United States for accrued leave with permission to leave the Philippine Islands after three years' service should bear the words: "Commutation of leave and thirty days' half salary requested." Application for accrued leave with permission to leave the Philippine Islands by residents of the United States who have served less than three years, or by nonresidents of the United States, should bear the words: "Commutation of leave requested."

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Absence without explanation.

639. After forty days' absence without a satisfactory explanation given in advance, an officer or employee will be dropped from the rolls.

Report on return from leave.

640. After leave of absence spent in the United States or foreign country, a written report on return to duty, giving the following data, must be immediately forwarded to the central office:

OFFICERS AND EMPLOYEES STATIONED IN MANILA.

(*a*) The name of the country visited from which return traveling expenses are claimed under paragraph 635 hereof.

(*b*) The last day of service in Manila.

(*c*) The date of departure from Manila, and the name of the vessel upon which the officer or employee left Manila.

(*d*) The names of any other vessels upon which transportation was had between Manila and the country visited, if any change in vessels was made, and the date of arrival in the country visited.

(*e*) The date of departure from the country visited.

(*f*) The name of the port of embarkation in such country, and the name of the vessel upon which the employee embarked.

(*g*) The names of any other vessels upon which transportation was had between such port of embarkation and Manila, if any change in vessels was made.

(*h*) The date of arrival in Manila.

(*i*) The first day of service after arrival in Manila.

(*j*) Whether or not it is desired to relinquish a part of the half pay allowable, provided the officer or employee has not used all the vacation and accrued leave with full pay allowable.

OFFICERS AND EMPLOYEES STATIONED OUTSIDE OF MANILA.

In addition to the information requested above, in sections, (*a*), (*b*), (*c*), (*d*), (*e*), (*f*), (*g*), (*h*), (*i*), and (*j*), the following data must be given:

(*a*) The name of the city or town in which stationed prior to taking leave.

(*b*) The date of departure from station for Manila; if water transportation was used, the name of the boat should be stated.

(*c*) The date of arrival in Manila.

(*d*) The inclusive dates of official duty performed in Manila prior to departure therefrom, if any official duty was performed; the chief of division or office under whose authority such duty was rendered should certify to its performance and state the character thereof.

(*e*) On return to Manila, the inclusive dates of official duty performed in Manila prior to returning to station, if any official duty was performed; the chief of the division or office should certify to the performance of such duty in accordance with previous paragraph.

(*f*) The date of departure from Manila for station; if water transportation was used the name of the boat should be stated.

(*g*) The date of arrival at station, and the name of the station.

(*h*) Whether or not the first transportation for the United States or foreign country after arrival in Manila from station, or the first transportation for station after return to Manila, was used; if not, a full statement of the causes of delay should be made.

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Temporary assignment to Manila on return.

641. If, on returning from leave of absence, an officer or employee whose station is in the provinces is temporarily assigned to duty in Manila pending permanent assignment to duty in the provinces, he should make request for the partial adjustment of his leave in order that payment may be made for the allowances (vacation leave and half pay) withheld until return to the Islands. The request for such partial adjustment should show the first day of service in Manila and the necessary data indicated above. When the officer or employee is assigned to his permanent station, a supplemental statement should be furnished, showing the last day of service in Manila and the remaining data indicated above. The question of the final adjustment of the leave will then be taken up.

Vouchers covering traveling expenses.

642. Vouchers covering the actual and necessary return traveling expenses should be made out as soon as possible after return to the Philippine Islands, and forwarded to the Insular Auditor, through the Director of Health. At the expiration of two years' service, a letter requesting reimbursement for the same or for deductions from salary to cover cost of transportation, if the same was advanced by the Government, should be addressed to the Insular Auditor through the Director of Health and the Director of Civil Service.

CLEARANCE NECESSARY FOR BONDED OFFICIALS OR EMPLOYEES.

Clearance of bonded employees.

643. Any bonded officer or employee of the Civil Government of the Philippine Islands who leaves or attempts to leave the Philippines without first securing a clearance from the Auditor showing that his accounts with the Government have been satisfactorily settled and adjusted, shall be deemed guilty of gross neglect of duty, and shall be punished by imprisonment for not exceeding six months or by a fine of not more than ₱1,000, or both, in the discretion of the court. (Act No. 1161, sec. 1.)

Approval of vouchers withheld.

644. In the case of officers and empoyees under bond, no voucher subsequent to the date of approval of his application for accrued leave, resignation, or request for transfer, will be approved for payment, until he has first presented a current official clearance from the Auditor as provided by Act No. 1161.

Clearance from property division.

645. No employees will be paid on final payments or accrued leave until a certificate from the chief, property division, is presented, stating that the employee is not responsible for property.

Culion and Baguio divisions.

646. Officers and employees of the Culion leper colony or Baguio Hospital divisions will secure a clearance from the property clerk of their respective divisions as well as from the chief, property division, before final voucher will be signed.

ESTATES OF DECEASED CIVIL SERVANTS.

Estates of deceased civil servants.

647. When any civilian employee who is a citizen of the United States in the service of the Government of the Philippine Islands or any branch thereof, shall die in that service, having real property or real and personal property in the Philippine Islands, the entire value of which does not exceed ₱1,500, and no regular administration in accordance with the Code of Civil Procedure shall have been had, the Attorney-General is authorized to take possession of the estate of such deceased person, to make a complete inventory thereof, and dispose of same in accordance with law.

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ARTICLE XXI.

TRANSPORTATION.

TRANSPORTATION VIA COMMERCIAL LINERS.

Transportation as distinguished from leave.

648. To the United States.—Requests for transportation should be made the subject of communications separate and distinct from requests for commutation of leave of absence or presentation of resignation.

Payments.

649. All payments for transportation to the United States via commercial lines with which the Government has contracts will be made to the local agent of the company upon presentation to such agent of a transportation request from the Executive Secretary, and all applications for such transportation should be made through the Director of Health.

Applications.

650. Applications should contain the following information:

(*a*) Name of applicant.

(*b*) Bureau or Office in which employed.

(*c*) Approximate date transportation is desired, and whether via San Francisco, Tacoma, Seattle, or New York.

(*d*) City in the United States to which transportation is desired.

(*e*) Whether applicant has resigned or has been granted leave of absence with permission to visit the United States, giving the date such resignation or leave becomes effective.

(*f*) Names of the members of his family, if any, for whom he desires transportation; and if any are children under 12 years of age, their ages and sexes.

(NOTE.—In case the applicant desires transportation for a member of his family only, and not for himself, question (*e*) will be disregarded.)

Requests.

651. Upon receipt of the above information, the Executive Secretary will issue and deliver to the applicant a transportation request upon the Manila agents of the line by which transportation is desired, and it will be necessary for the applicant to make subsequent arrangements with such agents.

Government transportation—resigning employees.

652. Transportation at Government expense—resigning employees.—In cases where an employee is resigning from the service and is entitled to transportation to the United States at Government expense by reason of special contract or of having been appointed prior to January 12, 1904, the application for such transportation should be forwarded to the Executive Secretary through the Director of Health and the Director of Civil Service, who will state thereon the reasons entitling the applicant to transportation at Government expense. Steamship agents will, after receipt of transportation request by the Executive Secretary, be requested to furnish transportation to the resigning employee to any point in the United States at the Government contract rate upon payment by him to them of the cost thereof less ₱240, which is the adjusted value of the transportation to be paid by the Government in such cases. Should a resigning employee, entitled to the privileges just mentioned, purchase transportation from a steamship company with which the Government has no contract, the Insular Auditor may commute the

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adjusted value of the transportation due upon presentation of authority therefor, together with a receipt from the steamship company as proof of payment.

U. S. Army transports.

653. When transportation to the United States is furnished upon an Army transport it will be construed as a compliance by the Insular Government with its obligation to furnish transportation to employees entitled thereto.

Not commuted.

654. In the event an employee entitled to transportation to the United States at Government expense does not take advantage of same within six months of his resignation, the cost of such transportation will not be commuted.

Cost.

655. Cost of transportation.—From Manila to either San Francisco, Seattle, or Tacoma the cost of transportation at Government rate is ₱300; from Manila to any point in the United States, ₱300 plus regular railroad rate.

Spanish Mail.

656. The Government rate of transportation to New York via the Suez Canal on the steamers of the *Compañía Trasatlantica* (Spanish Mail) is ₱350. Requests for transportation via this line should be made in the regular way.

Children.

657. In the matter of the transportation of children the general rule of half and quarter rates applies—that is, for one infant under 2 years of age, no charge, but one-fourth rate for each additional infant; children 2 years of age or over, but under 5, one-fourth rate; and children 5 years of age or over, but under 12, one-half the Government rate.

Rates.

658. The rates mentioned above apply to transportation from the United States to Manila.

Applications.

659. From the United States.—Any officer or employee who is granted leave of absence for the purpose of visiting the United States and who contemplates returning to duty upon the expiration of such leave shall, prior to his departure from the Islands, make application through the Director of Health to the Executive Secretary for return transportation, whether or not he desires the Government to advance it. This request should contain similar information to that required by paragraph 650, subsections (*a*), (*b*), (*c*), and (*f*), as well as his post-office address in the United States and point from which transportation is desired.

Refund.

660. The cost of transportation advanced to employees returning from leave of absence will be deducted from the salary of such employees in not more than six monthly installments after their return to duty in the Islands.

Bureau of Insular Affairs.

661. Immediately upon his arrival in the United States the employee should communicate with the Chief of the Bureau of Insular Affairs regarding the transportation desired, and all subsequent correspondence in connection therewith should be conducted with that official.

Address.

662. The Chief of the Bureau of Insular Affairs should also be advised promptly of any changes occurring in the post-office address of the employee while in the United States, and a duplicate of each communication of this character should be mailed at the same time to the Director of Health.

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Members of families or fiancées.

663. Members of families or fiancées.—Any officer or employee of the Government, Insular, provincial, or municipal, may obtain the benefit of the contract rate for transportation from any point in the United States to Manila or *vice versâ* for any member of his family or for his fiancée, by applying through the Director of Health to the Executive Secretary therefor. If payment covering the cost of such transportation is to be made in Manila by the employee, the Executive Secretary will issue a transportation request upon the local agents of the steamship company for the desired transportation and the employee will make payment to said agents. If the transportation is to be paid for in the United States by the person for whom requested, the application will be forwarded by the Executive Secretary to the Chief of the Bureau of Insular Affairs, and that official will make the necessary arrangements.

Defined.

664. The term "members of family," as used in the transportation contracts, will be construed to include wives, children, parents, and servants constituting the dependent members of one household.

Address.

665. In all cases the name and address of the person in the United States for whom transportation is desired should be given, as well as information similar to that mentioned in paragraph 650.

Cablegrams.

666. The cost of any cablegrams necessitated by the noncompliance on the part of any employee with the foregoing instructions will be charged to such employee, and the proper disbursing officer instructed to deduct such cost from any salary due or that may become due him.

TRANSPORTATION VIA UNITED STATES ARMY TRANSPORTS.

Application.

667. To the United States.—The transport service is maintained primarily for the use of the United States Army, and while in the future it may be possible occasionally to secure accommodations for employees of the Insular Government, attention is invited to the fact that, due to the constant movement of troops to and from the United States, accommodations for persons other than those entitled thereto by their connection with the military service are necessarily limited, and in view of the low rates governing transportation via commercial liners, it is not deemed advisable to encourage the practice of requesting such transportation. The military authorities are unable to advise as to accommodations available for Insular employees until just prior to the sailing of the transport, and should notice be received that transportation can not be furnished in any case, such short notice would naturally limit the possibility of the agents for the commercial lines providing good accommodations should it be necessary for the employee to leave the Islands without delay. When transportation from Manila to San Francisco on an Army transport is desired by any officer or employee for himself or a member of his family, the request should be addressed to the Executive Secretary through the Director of Health, and contain the following information:

(*a*) Full name of persons for whom requested, condition of health, and if Government employee, official designation and length of time in Philippine service.

(*b*) If Government employee, whether trip to the United States is on leave of absence or due to resignation from the service.

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(*c*) If the person by or for whom request is made is in poor health, a doctor's certificate must be inclosed showing the nature of the illness and whether he or she is in physical condition to withstand the journey.

(*d*) Whether it is the intention of the employee or the member of his or her family, by or for whom request is made, to return to the Philippine Islands.

Requests for transportation on Army transports.

Special attention is invited to the following circular regarding transportation on vessels of the Army Transport Service and the requirement exacted by the Quartermaster's Department under date of May 9, 1910.

Strict compliance with this circular is requested, as failure to comply will result in the return of the paper for correction.

In addition to the data furnished below applicants will be required to state whether they will accept first or second cabin or troop accommodations.

"HEADQUARTERS, PHILIPPINES DIVISION,
"OFFICE OF THE CHIEF QUARTERMASTER.
"*Manila, May 9, 1910.*

"*Memorandum for the Adjutant-General. Subject: Application for transportation on Army transports by officers and employees of the Insular Government.*

"1. All applications for oceanic or interisland transportation on Army transports for officers and employees of the Insular Government and for members of their families must be forwarded (with the approval of the chief of Bureau to which the officer or employee belongs), through the Executive Secretary, to the Adjutant-General, Philippines Division.

"2. The application must set forth that the applicant is not engaged in commercial or professional business in the Philippine Islands, must indicate the office or position held under the Insular Government, and must state whether the expense is to be borne by the individual or by the Insular Government.

"3. Officers and employees seeking transportation for members of their families will include in their applications, the following information:

"(*a*) The relationship between themselves and the person or persons for whom transportation is requested.

"(*b*) The ages and sex of children.

"(*c*) Except in case of wife or minor child, a certificate to the following effect:

"'I certify that ....., for whom transportation is herein requested is my ....., and is a bona fide member of my family, having residence with me in the Philippines.'

"4. Transportation will not be authorized for officers or employees of the Insular Government who are engaged in commercial or professional business in the Philippine Islands, nor will be furnished to relatives of officers or employees who are not bona fide members of applicant's family.

"F. G. HODGSON,
"*Deputy Quartermaster-General, U. S. Army,*
"*Chief Quartermaster.*"

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In addition to the information already requested in paragraph 2 of this circular the applicant is requested to state the exact official designation of his office or position and the salary he is receiving from the Insular Government. (I–36.)

Applications.

668. From the United States.—Information has been received recently from the Bureau of Insular Affairs to the effect that no action will be taken by the Quartermaster-General of the Army in Washington upon requests by *members of the families* of Insular employees for transportation to Manila by Army transports. All future requests of this character must therefore be made by the employee himself, through the Director of Health, to the Executive Secretary, who will refer them to the Commanding General of the Philippines Division, whose approval is now required by the Quartermaster-General as a prerequisite to the consideration of such requests. If the commanding general makes favorable recommendation, the request will be returned to the Executive Secretary and forwarded to the Bureau of Insular Affairs at Washington. No assurance can be given, however, that the transportation will be granted, even though compliance be made with this requirement.

Classification of employees requesting transportation on Army transports.

669. It is requested that future applications of officials and employees for transportation for themselves on an Army transport to or from the United States, ports en route, or between ports in the Philippine Islands, be accompanied by a statement indicating clearly whether transportation, by other than an Army transport, would be at the expense of the Government. To simplify matters the following classification of employees is made:

1. *Those going to the United States, ports en route, or to ports in the Philippine Islands, on leave of absence, intending to return to duty in the Islands.*

As no employees are ever entitled to interisland transportation or to transportation to the United States at Government expense while on leave of absence, employees of class one will send their applications to the Executive Secretary through the Director of Health with a statement that transportation by commercial liner or interisland vessel, as the case may be, would be at their own expense.

2. *Those going to the United States on leave of absence, whose resignations from the service become effective after arrival in the United States.*

Such of this class of employees as would be entitled, upon resignation, to transportation to the United States at Government expense, will include such a statement in their applications, which should be forwarded to the Executive Secretary through the Director of Health. Those who would not be so entitled will follow the procedure outlined for employees in class one.

3. *Those desirous of returning to the Islands by transport, at the expiration of leave of absence.*

Such employees as would become entitled to reimbursement of traveling expenses at the expiration of the required period of service after return to duty, will so state in their applications, which should be forwarded through the Director of Health and the Director of Civil Service. Those who would not be so entitled will follow the procedure outlined for employees in class one.

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4. Those traveling on official business.

Applications will be forwarded to the Executive Secretary by the Director of Health, with a statement that such employees are traveling on official business.

670. Requests for transportation of remains, animals, lumber, freight, mail, or money should be sent through the Executive Secretary and the Director of Health, and should indicate clearly whether the cost of transportation, if by commercial liner, would be borne by the Insular Government. Remains, animals, lumber, freight, mail, money.

ARTICLE XXII.

PHYSICAL EXAMINATIONS OF CIVIL SERVICE APPLICANTS.

671. Physical examinations of civil-service applicants in the city of Manila shall, as a rule, be made at Station J, corner of Palacio and Victoria Streets, Intramuros. Under exceptional circumstances, however, they may be performed by any medical officer of the Bureau of Health. Physical examinations of civil-service applicants in the provinces will be made by district health officers or other qualified medical officers of the Bureau of Health. By whom performed.

Owing to several recent cases of apparent misunderstanding of one of the duties of medical officers of the Bureau of Health, it is stated for the information of all concerned that when any person appears at the office of a medical officer of the Bureau of Health, outside of Manila, bearing a letter from the Director of Civil Service or other responsible officer, requesting physical examination, such examination should be made and report rendered as requested. (H-24.)

672. An accurate record on the form prescribed must be retained of each applicant examined. These records must be transmitted to the central office on the 30th day of June of each year. Records.

ARTICLE XXIII.

OPIUM PATIENTS. (G-2.)

673. The attention of all health officials is invited to the provisions of Act No. 1761, of the Philippine Commission. Act 1761.

674. Certain funds collected under the operation of the above Act are available for the treatment of opium habitués, and they may be sent either to the Mission Hospital, Iloilo, or to the San Lazaro Hospital, Manila. In cases where habitués are too poor to pay their transportation to such hospitals, the following arrangements have been made with the Collector of Internal Revenue: Hospitalization of opium patients.

675. The internal-revenue agent will forward the revised regular form used in these cases to the district health officer, recommending that the applicant be given hospital treatment free of charge. The district health officer, after assuring himself that the person indicated is indigent and has no funds to pay for his transportation, will Free transportation for indigents.

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forward the form to the provincial treasurer of the province concerned, requesting that official to issue transportation request for third-class transportation to the nearest hospital above mentioned. The district health officer will be held personally accountable for excess transportation charged on account of his not having ascertained the cheapest route to a hospital for opium habitués.

Reports.

676. The district health officer will in every case promptly report to the Director of Health by letter the name, age, sex, brief history, and other pertinent information with regard to the patient, together with date transportation was requested. A copy of this letter should be given to the patient, and in case his destination is Iloilo, a copy should be sent to the internal-revenue agent at that place. The patient will be instructed to report immediately upon arrival in Manila to the Collector of Internal Revenue, or in Iloilo to the internal-revenue agent, who will take the necessary steps to place the patient in the proper hospital.

ARTICLE XXIV.

COAST AND GEODETIC SURVEY MAPS.

Maps.

677. Officers and employees of the Bureau of Health are directed to forward to the Chief of the Bureau of Coast and Geodetic Survey, through the Director of Health, any maps of portions of the Philippine Islands as yet unmapped or inaccurately mapped, which they may have occasion to make. Should any important inaccuracies in existing maps be noted, these should be reported promptly in the same manner. (F-26.)

ARTICLE XXV.

BUREAU OF HEALTH CENSUS.

Census.

678. When a census is taken by the Bureau of Health, the following information shall always be included:

(*a*) Name of the district or barrio.
(*b*) Name of the street.
(*c*) Character of buildings—strong, mixed, or light materials.
(*d*) Number of living rooms.
(*e*) Number of males under 10 years of age, by nationality.
(*f*) Number of males over 10 years of age, by nationality.
(*g*) Number of females under 10 years of age, by nationality.
(*h*) Number of females over 10 years of age, by nationality.
(*i*) Totals by streets.
(*j*) Totals by districts or barrios. (F-1.)

Enumeration.

679. All persons including servants residing in house at time of census, whether actually present or not, should be enumerated, and in case of doubt as to age, the enumerator shall exercise his judgment. (F-1.)

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ARTICLE XXVI.

CHOLERA MEASURES—(1) SPECIAL SANITATION—(2) MEASURES FOR THE PREVENTION OR SUPPRESSION OF OUTBREAKS OF CHOLERA.

PART 1.—USE OF FECAL MATTER FOR FERTILIZING PURPOSES.

Use of fecal matter for fertilizing purposes.

680. Attention is invited to the following extract from Act No. 1526:

"No farmer, market gardener, or other person shall use any human excreta, excrement, dejecta, or the contents of any water or earth closet, privy, vault, cesspool, latrine, pail, or other receptacle for human feces or urine as a fertilizer for any land on which is grown any article or product intended for human food or consumption, or allow any human excrement, excreta, or dejecta to be sprinkled on or applied in any manner to any crops, product, or vegetation growing on said land * * *."

Prosecution.

681. It shall be the duties of health officials to make special efforts in order that cases of violation of this law may be promptly detected, and to institute legal proceedings against offenders.

Reports.

682. A report of all cases should be made to this office, giving place, name, race of accused and the date of his detection, the date of filing of complaint, action and final decision of court. (E–4.)

PART 2.—MEASURES FOR THE PREVENTION AND SUPPRESSION OF OUTBREAKS OF CHOLERA.

I. PREVENTIVE MEASURES.
II. SUPPRESSIVE MEASURES.

Preventive measures.

683. I. Preventive measures.—As *preventive measures*, in territory menaced by cholera, must be considered the following:

1. Establishment of a system of securing and recording information.
2. Organization of available force for sanitary work.
3. Enactment of necessary ordinances.
4. House-to-house inspection.
5. Safe disposal of the feces of the entire population.
6. Supervisory control of the water supplies.
7. Supervisory control of food and drink and prohibition of certain food stuffs.
8. Campaign of education.

Suppressive measures.

684. II. Suppressive measures.—As *suppressive measures*, after the appearance of cholera, the following are necessary:

1. Quarantine.
2. Disinfection.
3. Examination of stools.
4. Observation of contacts.

I. PREVENTIVE MEASURES.

Maps.

685. System of securing, recording, and forwarding information.—Each district health officer should provide himself with the following maps:

Map of the Philippine Islands.
Map of province.

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Map of municipalities, showing boundary lines between municipalities and showing all barrios.

—of the Philippine Islands.

686. The map of the Philippine Islands is to be used by him for keeping track of the extent of infected territory and its proximity to his own district. Infected municipalities should be marked with colored pins, and may also be numbered to indicate priority of infection.

Provincial.

687. The provincial map is to be used the same way, viz, to follow closely the march of cholera in the province.

Municipal.

688. The municipal maps are the most important, and he will mark thereon the particular barrios which are infected and which must be subjected to general disinfection. The district health officer must never be satisfied to record on his maps an infected municipality within his own province, but he must also know of and record the exact location of the barrios in which the cases occurred.

Daily record of cases and deaths.

689. He shall also keep a daily record of cases and deaths of cholera by municipalities within his province, on a form similar to the following:

Province of Pampanga.

Date.	Angeles.	Bacolor.	Betis.	Guagua.	Etc.
	C. D.	C. D.	C. D.	C. D.	
July 1	0 0	2 2			
July 2	3 1	5 3			
July 3					

This form can also be used as a part of the monthly report of cholera.

Prompt reports.

690. The district health officer is expected to establish prompt communication between the municipal health officers or persons acting as such and his own office. He will be held responsible for the prompt reporting of suspicious cases. (See par. 371.)

Telephone and telegraph.

691. If telephone or telegraph communication exists, it should be employed in reporting cholera cases. If communication by wire is not possible, service by mail or messenger must be established.

Mail.

692. Subject to the general rules with regard to telegraphing, he shall report cholera cases and deaths by wire to the central office of the Bureau daily, using the following form as a model:

"HEALTH, *Manila:*

Form of telegram.

"Cholera: Ambos Camarines, Baao, seventeenth, four, two; eighteenth, six, five; Iriga, seventeenth, nine, four; eighteenth, six, one; Albay: Legaspi, sixteenth, seven, six; Bato, sixteenth, one, zero."

Weekly report.

693. He shall make a weekly report by letter of the cholera situation, the disposition of personnel, etc., and forward the same to the central office of the Bureau on Saturday of each week.

Monthly report.

694. He shall make a monthly résumé report by letter, giving the course of the disease, the disposition of personnel, the special measures taken, and all other interesting features.

Personnel.

695. Organization of the sanitary personnel.—Secure all available personnel for house-to-house inspection; municipal police, municipal and provincial sanitary inspectors, *tenientes* of barrios, and other employees are usually available.

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Districts.

696. Divide the municipality into districts; the districts should be of such size as to permit one man to inspect each house and premises once daily in a working day of eight hours.

Chief inspector and assistants.

697. Place one inspector, policeman, or volunteer in each district. Place one responsible man, such as an Insular sanitary inspector, Insular assistant sanitary inspector, provincial sanitary inspector, or president of the municipal board of health, in charge of the entire inspection force as chief inspector. He should have transportation to enable him to cover the entire municipality quickly, and he should visit all inspectors in their districts and supervise their work daily.

Disinfecting brigade.

698. In addition to the inspection personnel, reserve sufficient force to disinfect houses or contacts. The size of this force will depend on the size of the outbreak. Before cholera appears, one or two men trained under the direction of the president of the municipal board of health or the chief inspector, in the elements of disinfection, will usually be sufficient.

Provincial organization—at the capital.

699. The district health officer; one to three experienced sanitary inspectors to instruct provincial sanitary inspectors in house-to-house inspection and disinfection, and to take charge of general disinfecting parties; a number of provincial sanitary inspectors under instruction, and in reserve for general disinfection or inspection work in the provinces.

Municipal organization—at each municipality.

700. One local health officer; one provincial inspector as chief inspector in charge of house-to-house inspection and instruction of municipal sanitary inspectors, municipal police, or others acting as municipal sanitary inspectors; a number of municipal sanitary inspectors, municipal police, or others acting as municipal sanitary inspectors, for house-to-house inspection; two municipal sanitary inspectors, for disinfection work under the direction of the municipal health officer.

Division of provincial capital into health districts.

701. The district health officer will divide the provincial capital into health districts, making of it a model town for demonstrating house-to-house inspection and disinfection to the provincial inspectors.

Municipal sanitary personnel.

702. After instructing a group of provincial inspectors thoroughly he will place these in the municipalities as chief inspectors, and they in turn will instruct the municipal sanitary inspectors in their duties. The district health officer will replace the provincial inspectors sent to the municipalities with others in need of instruction, until all have been instructed. He will then keep a reserve of provincial inspectors for general disinfection work. This procedure will insure two things, a trained provincial personnel and a trained reserve available for immediate duty in the worst infected places.

House-to-house inspection.

703. House-to-house inspection and house disinfection to be performed by municipal sanitary inspectors under the supervision of a provincial sanitary inspector. General disinfection of barrios to be performed by the reserve force of provincial sanitary inspectors under the direction of the district health officer or one of the experienced sanitary inspectors from provincial headquarters.

General disinfection.

Municipal ordinances.

704. Enactment of necessary ordinances.—Such ordinances as may be necessary to enforce the foregoing instructions, if not already in force, should be urged upon the municipal council, and any delay

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or difficulty encountered in securing their enactment should be promptly reported to the Bureau.

—provisions of. **705.** Municipal ordinances should provide for proper disposal of feces; collection of garbage; sanitary maintenance of premises; proper care of food and drink; and should impose adequate penalties upon violation of the same.

Inspection, object of. **706. House-to-house inspection.**—The object of house-to-house inspection is (1) to detect cases of suspicious illness, and (2) to enforce sanitary maintenance of premises.

Courtesy. **707.** Great stress must be laid upon the neccessity for courtesy on the part of inspectors at all times. They must not depend upon their uniforms alone for announcing the purpose of their visits, but they must request permission in every instance in a courteous manner to enter houses or premises.

Duties of inspectors. **708.** The inspector should ascertain the number of persons in the house, making a careful note for future use, and should insist upon seeing all of them. He should leave Cholera Circular No. 1 with the head of the family, and should be prepared to explain the contents of the said circular and to answer any questions pertaining thereto. He should pay particular attention to the methods employed for the care of water and food. He should insist that water and food be protected against flies and from contamination through any other source. He should insist upon removal of garbage, refuse, and filth, or any condition which favors the breeding and nourishment of flies. He should always bear in mind that flies are likely to breed in even small collections of manure. The ground surface under and around the house must, whenever practicable, be rendered dry by filling and draining. The throwing of wash water or other wastes in the immediate vicinity of the house must be prohibited and prevented. For the correction of insanitary conditions, he should give verbal orders. If these orders have not been carried out by the time of his next visit, he should report the matter immediately to the chief inspector for action. If he finds a case of suspicious illness, he should (1) place the house in quarantine; (2) notify by messenger, or any other means available, the local health officer or the chief inspector; (3) upon the arrival of the local health officer or the chief inspector with the quarantine guard, he will resume his house-to-house inspection.

Suspicious cases.

Disposal of feces. **709. Disposal of feces.**—The existence of bacilli carriers renders necessary the safe disposal of the feces of the entire population. Expensive systems of disposal of wastes are out of the question for the average Filipino town. In poor towns, where no sewer or pail system exists, every householder should be required to dig a simple pit closet and to cover each fecal deposit promptly with lime or fresh earth. If the ground is low and the pit fills with water in the rainy season, a disinfecting solution should be furnished to the householder and the inmates of the house required to deposit their dejections in this solution.

Artesian wells. **710. Supervisory control of the water supply.**—(*a*) If an artesian well is available in a cholera infected district, water from all other sources should be prohibited.

River or stream. (*b*) If the source of water supply is a river or stream and is uninfected, prevent pollution of the stream with human excreta and prohibit the washing of clothes in the stream. If the stream is

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infected or if its pollution can not be prevented, have the water boiled in large tanks and issued under guard, and prohibit the use of unboiled water.

(*c*) If the source of water supply is surface wells, select the best of these, one in each barrio, close the others, and protect the wells selected from pollution. If no wells can be found which furnish safe potable water, the contents of the well may be rendered safe by the permanganate method, or water can be boiled and issued under guard. Surface wells.

711. Supervisory control of food and drink.—Irritating and putrifying or fermenting foods should be prohibited and all vegetables or fruits which are eaten raw, except bananas, oranges, and mangoes. Decayed foods, etc.

712. The closest supervision should be exercised over markets, *tiendas*, restaurants, and any other place where food and drinks are manufactured and sold. Unnecessary handling of food stuffs should be prevented and all food stuffs should be protected from flies and insects. No drink should be allowed to be sold containing water which is neither distilled nor boiled. Supervisory measures.

713. Campaign of education.—Every effort should be made to instruct the people in the prevention of cholera, as outlined in Cholera Circular No. 1. The coöperation of the *cura párroco*, of missionaries, and of school teachers should be secured in instructing the people and inculcating habits of cleanliness. Special stress should be laid upon the use of boiled water, freshly cooked food, protection of food and drink from flies, and washing of the hands before eating. Educational measures.

714. Teach the people that the infection of cholera is primarily in fecal matter alone, and that if they properly dispose of their fecal matter, no great spread of the disease is possible. Fecal matter.

II. Suppressive Measures.

715. Quarantine.—The only quarantine necessary in the prevention or suppression of cholera is the quarantine of infected houses. Interbarrio, intermunicipal, and interprovincial quarantines are seldom feasible and are almost invariably ineffective. Such quarantines impose unjustifiable restrictions upon commerce and personal liberty. Quarantine.

716. House quarantine is the only quarantine which a municipal or district health officer may apply legally without authority from the Secretary of the Interior and the Director of Health. House quarantine.

717. Quarantine of an infected house should be placed immediately upon discovery of the case, and maintained rigidly until the recovery or death of the patient. Quarantine should include all persons exposed to infection whose clothing, hands, and feet have not been disinfected, or persons living and remaining in the infected house. —defined.

Contacts who have been released after disinfection should be kept under daily observation for five days and promptly quarantined if they show any symptoms suggestive of cholera. Contacts.

718. Disinfection.—Three kinds of disinfection are recognized: Disinfection.

House disinfection.
General disinfection.
Treatment of feces.

719. House disinfection should include disinfection of contacts desiring to leave the premises. House disinfection.

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Inmates of houses.

720. As the cases must remain and be cared for in the houses in which they are found, one room is first disinfected, and the patient placed therein with a person acting as nurse. Disinfecting solution is furnished for the treatment of excreta, and instruction in the care of the sick and in self-protection is given to those in attendance on the patient. The rest of the house and its contents are then disinfected by washing or by immersion of the articles in a disinfecting solution. The contacts are disinfected and isolated; they are held under observation for five days, and whenever possible their stools are examined for cholera vibrios.

Disinfection of contacts.

721. Ordinarily, in the disinfection of contacts, a thorough washing of the exposed parts of the body and a change of clothing will be sufficient. It is sometimes desirable to reduce the number of persons in the infected house, and a contact leaving the house during the quarantine period should have a more thorough disinfection; have the individual take a complete bath with soap and clean water, shampooing the head and hair and removing the soapsuds from the body by rinsing with clean water; then rub down with alcohol, washing the entire body in a 1–4,000 corrosive-sublimate solution (1–1,000 solution is too strong) and taking care that the solution reaches all parts of the body. Dry the body after a few minutes. Make sure that the corrosive sublimate does not get into the eyes, and remember that it is strongly poisonous when taken into the system. Do not use carbolic-acid solution for disinfecting the person, as sufficient carbolic acid may sometimes be absorbed by the skin to cause fainting and serious symptoms of poisoning in those who are susceptible.

—of textiles and fabrics.

722. Immerse all blankets, garments, mats, hats, *chinelas*, crockery, and other nonmetallic articles that may be infected, in a 1–1,000 corrosive-sublimate solution or a 5 per cent solution of carbolic acid or equivalent recommended by the Bureau of Health. Metallic articles may be placed in the carbolic solution. Garments soiled with feces or vomit should be soaked in the carbolic-acid solution, and carbolic-acid solution or equivalent recommended by the Bureau of Health should also be used for porous earthenware, metal cooking utensils, knives, etc. The immersion should be complete and must be maintained for at least twenty minutes. The articles should then be removed and allowed to dry in the sun. Easily movable articles should be taken outside of the house for disinfection in order that they may not be recontaminated.

—of houses.

723. Where houses may be disinfected and their destruction is not necessary, collect any loose straw, pieces of wood, paper, or other combustible material in the house, remove and burn it at once. Spray or mop the walls thoroughly with a 5 per cent carbolic-acid solution or equivalent recommended by the Bureau of Health and mop the wooden floors, or, better, scrub them with a stiff brush, using the solution freely. Dirt or stone floors should be sprayed thoroughly with a 5 per cent solution of carbolic acid or equivalent recommended by the Bureau of Health.

Destruction of property.

724. The destruction of property to prevent contagion, other than pillows or mattresses used by the sick, will rarely be necessary. No article should be destroyed except by authority of the district health

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officer, in which case an inventory with valuation must be submitted to the Director of Health.

Disinfection of wells.

725. In the disinfection of wells, sound the well and estimate the quantity of the water from its depth and diameter in accordance with the formula given in paragraph 432. Add enough potassium permanganate, dissolved in a bucket of water, to convert the contents of the well into a 1–1,000 potassium-permanganate solution. Mix this solution thoroughly with the water in the well, and wash down the sides of the well with the resulting weaker solution; if possible, have the stone sides scrubbed with a stiff brush, using plenty of the potassium-permanganate solution in the well. Leave the well undisturbed for twelve hours. If at the end of that time the water is not a deep wine color, add the same amount of potassium permanganate in solution and let it stand an additional twelve hours, after which empty the well by pumping or bailing or remove the water until that which remains is clear.

—of cesspools and vaults.

726. In the disinfection of cesspools and vaults, add sufficient carbolic acid to make a 5 per cent solution or equivalent recommended by the Bureau of Health; after this, whenever possible, add sufficient ashes to make a dry clean surface and then wet this again with one of the solutions named. (See par. 433.)

General disinfection.

727. The object of general disinfection is (1) to find and disinfect all places soiled with fecal matter within a certain area; (2) to render safe all exposed collections of water within said area; and (3) to destroy all flies, or lessen their prevalence, by cutting off their breeding places and food supplies.

—when made.

728. General disinfection is indicated whenever there has been established in a barrio a focus of infection which can not be located definitely. It is especially indicated when cases separated by an interval of more than five days occur within a certain area. General disinfection must be repeated if cases reoccur within the area disinfected after the fifth day. It is often advisable to repeat even if a case occurs within less than five days, for the reason that this case may not be a contact infection but may result from a focus which has been overlooked in the previous general disinfection. (See paragraph 433.)

Disinfecting squads.

729. Each disinfecting squad or unit shall consist of two disinfectors. The equipment of each unit shall consist of one spray pump, one pail of 2½ per cent carbolic-acid solution, one pail of saturated solution of potassium permanganate, with dipper.

Disinfecting parties.

730. The disinfecting party shall consist of as many disinfecting units as can be assembled conveniently by the district health officer for the purpose. Five squads (ten men) will be found to be a convenient number. The equipment of such a disinfecting party will consist of 1 *carratela* or cart, 20 gallons crude carbolic acid, 10 kilos of potassium permanganate in one-half kilo packages, 4 spray pumps, 10 pails, and 5 dippers. A bottle of alcohol should be carried for prompt treatment of burns from carbolic acid. Four squads (eight men) use the pumps and one squad (two men) stays with the cart, mixing and distributing disinfecting solutions to the disinfection squads. One of the disinfectors pumps while the other handles the nozzle and directs the spraying.

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Potassium permanganate.

731. The solubility of potassium permanganate is 1 in 16 parts of cold water. Dissolving one half-kilo package of potassium permanganate in an ordinary pail of water makes a solution nearly saturated. By means of the dipper, the necessary amount of this strong solution may be added to water.

General measures.

732. The carbolic-acid solution is employed first, and should include thorough spraying of moist surfaces, under houses, and in the corners of premises, closets, or other places where fecal matter exists or may have been deposited. Carefully avoid disinfecting ground surfaces which are reasonably dry and which are exposed to the rays of the sun. Disinfection of a clean house should be limited to the kitchen floor, cooking utensils, remnants of food, garbage, closets, etc., and the various receptacles for water, which are usually found at the rear of the house. If the house is dirty, a more thorough disinfection may be necessary. All collections of water, great or small, must be treated in one of two ways. If the water is dirty or contains much organic matter, treat with the carbolic-acid solution. If the water appears to be clean, add enough of the potassium-permanganate solution to give the water a deep wine color.

Feces.

733. A very useful measure in epidemic times, with the presence of spirilli carriers, where no effective system of disposal of feces exists, is the covering of feces. Whenever it is impracticable to disinfect all of the feces in a cholera-infected community outside of Manila, the same should be either buried or covered thoroughly with good clean ashes or lime. Lime is most effective where only sufficient moisture exists to slake it. However, in this climate lime deteriorates very rapidly and clean ashes or sand generally serve equally well.

Cultures.

734. Examination of stools.—Culture tubes of alkaline agar slants, in tin mailing tubes, will be furnished by the Bureau upon request. A small portion of the suspected stool is streaked along the slanting surface of the agar, and the tube, properly labeled and numbered, is mailed to the Director of Health.

Market disinfection.

735. Market disinfection.—Disinfect the market thoroughly during the evening, or early in the morning before the venders arrive. Close all unnecessary entrances. At each of the remaining entrances station a guard and a barrel of bichloride solution, 1–1000 in strength, provided with a spigot. The hands of all persons must be disinfected with this solution. They should not be allowed to dry them for two or three minutes before being permitted to enter.

Released contacts.

736. Observation of contacts.—Contacts whose stools are negative may be released from quarantine at once after disinfection. They should be observed for five days; that is, visited once daily for five days, without detention or interference with personal liberty.

ARTICLE XXVII.

PROPERTY.

Definition.

737. The word "property" shall be understood to mean and include all articles of every kind and description in the possession of this

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Bureau, whether expendable or nonexpendable. Real estate, buildings, etc., are not property within the meaning of this paragraph.

Special inventories with valuation must be submitted on all destroyed property not belonging to the Bureau and accurate records of the same should be kept in the station or office of the district in which such property was destroyed.

Responsibility.

738. Officers and employees will be held strictly responsible for all property or the money value thereof, and must be able to produce it upon demand: *Provided*, That property that is obviously expendable and must be used in conducting official work as, for instance, soap, ink, lead pencils, blank forms, etc., may be dropped upon a certificate from the person in charge of the same if the quantities so used are reasonable and necessary. Any property of which it is possible to keep the worn-out article or the pieces thereof should be taken care of as directed under paragraph 745. This applies to textiles, dishes, or anything else which can be preserved.

Loss or destruction of.

739. In case of loss or destruction of nonexpendable articles the person responsible for the property will report to the Director of Health the facts concerning the loss or destruction thereof within ten days after such losses occur, accompanied by his affidavit properly sworn to. Responsible officers or employees shall be liable for losses resulting from any cause except an act of God or the public enemy, unless relieved therefrom by proper authority.

Medical inspectors in charge of health stations will notify the chief, division of property, of any transfers made of assistant sanitary inspectors' or disinfectors' badges and ornaments.

A clearance from the chief, division of property, is required before final payment of salary to any officer or employee leaving the service. Ornaments and badges must be turned in at the time clearance is requested. (I–21.)

Property return.

740. On the first day of December and June responsible officers and employees shall render to the Director of Health a property return, Bureau of Health Form No. 74, to which shall be added the necessary annotations showing the condition of the property, viz, serviceable or unserviceable.

Property clerks of the Bureau of Health will send in the monthly abstract of issues and property movements required by the Insular Auditor, in Circular No. 46, not later than the 10th of the month succeeding that for which the abstract is made.

Failure to render—discrepancies.

741. If any employee who is responsible for property shall fail to render such report on Form No. 74 at the time and in the manner provided in the preceding paragraphs, or if the check made by the chief of the property division shall show any property not accounted for, or other discrepancies, the chief of the property division shall immediately certify to that effect to the chief, clerical division, who, upon receipt of such notification, will not certify the name of any such employee on any voucher or pay roll until the property responsibility of such employee is satisfactorily settled.

Change of station.

742. When an officer or employee accountable for public property is transferred to another station, or otherwise ceases to have direct charge of said property, he will continue to be responsible for the property for which he has signed unless some other regular employee

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of the station signs for it. In the latter event, an original list properly signed must be sent to the chief, property division.

Dropping of property.

743. No property will be dropped from the property return without authority from the Bureau.

Articles in payment for supplies or services.

744. No property of any kind or description belonging to the Government can be given or allowed in part payment for any supplies or services.

Unserviceable property, storage of.

745. Unserviceable property.—All persons accountable for property shall set aside a suitable space for the reception and storing of all property worn out or unfit for use. Care of such property and the preservation of same, pending the action of an inspector, is required. Articles which may be repaired or which are not entirely worn out must be suitably protected from the effects of atmosphere, vermin, or other deteriorating agencies after deposit in such place.

ARTICLE XXVIII.

REQUISITIONS.

Requisitions to be made in triplicate.

746. All requisitions should be made in triplicate on the prescribed numbered form, one copy to be retained by the originator for reference, and two copies to be forwarded to this office; one of these showing the items and quantities finally approved will be returned to the originator.

Classification.

747. Requisitions for convenience are divided into two classes, general supplies and subsistence supplies, and should be made and signed separately. Requisitions for subsistence supplies, which comprise all articles to be used in subsisting patients and employees, shall be made on Form No. 1 B. of H. on a separate sheet pasted thereon. Requisitions for general supplies should be made on Form No. 1 B. of H. and divided as far as practicable into three

Subclasses.

subclasses, viz: *stationery, medicines and drugs*, and *miscellaneous*, the latter comprising anything not coming under the first two classes. All supplies under each heading should be entered in alphabetical order so far as possible.

Health stations, pharmacies and clerical division.

748. Health stations, pharmacies, and the clerical division shall requisition on the twentieth of each month for sufficient supplies to last through the succeeding calendar month. Requisitions at any

Emergency.

other time except for emergency supplies will not be favorably considered.

Hospitals.

749. Hospitals shall requisition on the 15th of each month for all supplies necessary to last through the succeeding calendar month.

Emergency.

Requisitions at any other time except for genuine emergencies will not be favorably considered. Care should be taken to have sufficient supplies on hand to last through the period elapsing between the date of requisition and the date of delivery.

Complete description of articles.

750. A full and complete description of all articles should appear on the requisition, and, if necessary, a drawing, sketch, or sample should accompany same. Surgical instruments and hospital furniture, etc., should, when requisitioned for, be specified by quantity, description, number, page and cost from the latest catalogue furnished, mentioning the date and edition of same.

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751. It is the policy of the Bureau to allow from time to time new remedies of determined therapeutic value; but newly introduced remedies desired only for experiment and such as offer no manifest advantage over those already issued will not be furnished. Medical and surgical supplies.

752. Requisitions for particular preparations, simply because they are agreeable to the taste or because some trouble may be experienced in compounding same, will not be approved; nor will preparations of a drug be furnished when one or more practically equivalent ones have been in use. Special preparations or compounds.

753. Dimensions, capacities, and measurements of any kind whatsoever should always be given in metric terms. Metric system.

ARTICLE XXIX.

EXPENDITURES.

754. No officer or employee of the Bureau of Health is authorized to incur an expenditure on behalf of the Bureau unless he has written authority therefor. Even where written or general authority has been granted to incur an expenditure for purposes not specifically stated, such expenditure will not be approved unless reasonable, necessary, and customary. Authority to incur expenditures.

755. Where no written authority exists, absolutely emergency purchases will be made at the risk of the officer or employee who incurs the liability, and such expenditures will only be approved in the event that it can be clearly established that injury to the public interests or damage to public property would have resulted from the delay necessary to procure the authority in advance. Emergency expenditures.

756. CALENDAR OF BLANK FORMS USED BY THE BUREAU OF HEALTH.

(*a*) BUREAU OF HEALTH FORMS.

No.
1. Requisition for supplies.
2. Morgue report.
5. Certificate of birth.
6. Certificate of death.
9. Notification to owners of premises of insanitary condition (book).
10. Receipt for notification of insanitary condition.
18. Nomenclature of diseases.
20. Receipt for traveling expenses (book).
22. Transfer slip.
23. Consolidated morning report, San Lazaro Hospital (book).
25. Morning report, San Lazaro Hospital (book).
25a. Report of municipal physicians (2 sheets).
26. Clinical record (2 sheets).
30. Monthly sanitary report.
36. Certificates of vaccination (book).
37. Sanitary report (placard).
40. Daily sanitary report.
43. Municipal statistical reports, monthly.

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No.
46. Provincial statistical reports.
51. Daily report of disinfectors.
59. Consolidated report of vaccinations.
60. Record of provincial vaccinations.
68. Blank telegram, for duplicate.
69. Monthly report of municipal midwives.
74. Statement of property on memorandum receipt.
76. Application blank for examination and registration as pharmacist.
77. Temperature chart.
78. Delivery receipt, property division (book).
79. Postal cards (receipt of public health reports).
80. Reference slip.
81. Non-structural sanitary order.
82. Report on old cemetery.
83. Proposed new cemetery.
84. Miscellaneous license records.
85. License records.
85a. License records.
86. Tienda license records.
87. Tenement house license records.
88. Application for license to conduct tenement house.
89. Tenement house license.
91. Supply card, property division.
92. Equipment card, property division.
93. Individual responsibility card, property division.
94. Receipts for supplies, property division.
95. Transfer slip records.
95a. Transfer slip records.
96. Birth certificate records.
96a. Birth certificate records.
97. Death certificate records.
97a. Death certificate records.
98. Correspondence record cards.
98a. Correspondence record cards.
99. Individual building record cards.
100. Rat records.
101. Marriage certificates.
102. Record card, Philippine General Hospital (subsistence).
102–A. Record card, Philippine General Hospital (requisitions).
102–B. Record card, Philippine General Hospital (equipment).
102–C. Record card, Philippine General Hospital (hospital supplies).
Postal card, notification of death of lepers.
Postal card, notification of tuberculosis.

(*b*) GENERAL FORMS.

5–A. General voucher.
6–A. General pay roll.
8–A. Traveling expense voucher.
9–A. Government bill of lading.
10–A. Invoice and receipt for transfers.
11–A. Account-current of receipts.
12–A. Abstract of receipts.

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No.
13–A. Official receipt (Series A, F, and G).
14–A. Invoice of funds.
17–A. Inventory and inspection report of public property.
18–A. Extra sheet for General Form No. 17–A.
20–A. Inter-Bureau voucher.
21–A. Memorandum receipt for supplies in use.
22–A. General warrant.
25–A. Salary warrant.
26–A. Abstract of official subvouchers.
27–A. Account of sales for property sold at auction.
28–A. Combination account-current of collections and invoice to treasurer.
29–A. Descriptive list of animals.
30–A. Invoice of—receipt for property.
31–A. Inventory of supplies and equipment.

(*c*) MISCELLANEOUS FORMS.

General Form No. 21–A.—Provincial voucher.
Bureau of Printing Form No. 1–B.—Requisition for printing and binding.
Bureau of Navigation Form No. 14.—Request for transportation (passenger).
Bureau of Navigation Form No. 15.—Request for transportation (freight).
Bureau of Supply Form No. 1.—Requisition for supplies on Purchasing Agent.

(*d*) CITY OF MANILA FORMS.

Application for building permit.
Application for building permit (secondary building).
Application for removal of pails and commodes.

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PART II.

1. LAWS AND ORDINANCES IN FORCE RELATING TO THE BUREAU OF HEALTH.
2. MISCELLANEOUS.
3. INDEX.

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LAWS AND ORDINANCES IN FORCE RELATING TO THE BUREAU OF HEALTH.

(Act No. 1124, as Amended by Act No. 1925.)

757. MEDICAL ATTENDANCE.

An Act to provide medical attendance on civil officers and employees at isolated points when life is in jeopardy.

By authority of the United States, be it enacted by the Philippine Commission, that:

(*a*) (SECTION 1.) In any case where an officer or employee of the Insular Government or of a provincial government is ill at a point remote from a hospital under the control of the Insular or of a provincial government, and it appears to the satisfaction of the Governor-General that medical attendance on such officer or employee is necessary to preserve his life, the Governor-General may order any medical officer in the employ of the Insular or of a provincial government to attend such ill person and, if necessary, conduct him to the nearest hospital for treatment. In case the attending physician and surgeon of a hospital under the control of the Insular or of a provincial government is so ordered to give such medical attendance he may, if he shall deem it more advisable, designate in his stead for such duty a competent nurse in the employ of the Government. The actual and necessary traveling expenses of such physician or nurse shall be a proper charge against the contingent appropriations of the Bureau or Office with which the patient is connected, and, if the patient is an employee of a provincial government, such traveling expenses may be made a proper charge against the provincial treasury. In no case shall this Act be construed to cover the traveling expenses or subsistence of such ill employee to or from a hospital, such expenses being a personal charge to be borne by him. The Act may be construed retroactively to cover such cases of traveling expenses as herein provided for as may be specifically approved by the Governor-General.

(*b*) (SEC. 2). This Act shall take effect on its passage.

Enacted, May 20, 1909.

(Act 1953.)

FREE TRANSPORTATION FOR LEPER PROPERTY.

An Act providing for the free transportation, under certain conditions and restrictions, of certain articles to the lepers kept at the Culion leper colony.

By authority of the United States, be it enacted by the Philippine Commission, that:

758. (SECTION 1.) The family of any leper at present confined in the Culion leper colony is hereby authorized to deliver to the district

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health officer of each province, once in three months, any packages or parcels containing food, clothing, tobacco, letters, pictures and generally all sorts of documents or papers, and nothing else, to be sent free of all expense to the leper member of said family for his personal use whenever the total gross weight of each such shipment to a leper shall not exceed one hundred pounds.

759. (SEC. 2.) The district health officer of each province shall receive the articles mentioned in the next preceding section; shall fix, by means of notices in English, Spanish, and the local dialects, posted at the door of every municipal building in the province, the date or dates for the receipt of such articles at the provincial capital, and shall make said dates coincide so far as possible with the sailing dates of interisland mail steamers; shall issue receipts for the property delivered to him and shall send same without delay to Culion by the most practicable transportation route.

760. (SEC. 3.) For the purposes of this Act the parents, spouse, brothers, sisters, sons, and daughters shall be considered the family of a leper, and it shall be the duty of the district health officer to ascertain and assure himself of such relationship in every instance before carrying out the provisions of this Act.

Expenditures.

761. (*a*) (SEC. 4.) All expenditures arising under this Act shall be paid out of the contingent funds appropriated for the Bureau of Health in the general appropriation Act.

(*b*) (SEC. 5.) This Act shall take effect on its passage.

Enacted, May 20, 1909.

EXTRACTS FROM THE REVISED ORDINANCES OF THE CITY OF MANILA CONTAINING THOSE PROVISIONS FORMERLY EMBODIED IN ORDINANCE NO. 86, OTHERWISE KNOWN AS THE "SANITARY CODE."

CHAPTER 7.

762. **PERMITS.**

Sec.	Sec.
* * * *	* * * *
90. Excavations in streets, permits for.	105. Permits refused until sanitary accommodations are provided.
91. Connections with sewers, permits for.	106. Permits refused until plumbing plans approved.
92. Applications for connections with sewers, etc.	

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763. (SEC. 90.) **Excavations in streets, permits for.**—No person shall make any cut, trench, or excavation in any highway, street, reservation, or public place in the city of Manila, or disturb or remove any public work or materials therein, without a permit to do so from the engineer, which said permit shall be kept at the place

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of excavation while work is being done, and shall be exhibited whenever called for by inspectors, police, or other persons having authority to examine the same. [86—19.]

764. (SEC. 91.) **Connections, with sewers, permits for.**—No house or premises shall be connected with water main or sewer without a permit previously obtained from the engineer. The conditions of this permit shall be strictly complied with, and in case of connection with the sewer the work shall be done by the master plumber in whose name the permit is given. This regulation shall apply to all sewers, whether on private property or in public streets or alleys. [86—20.]

765. (SEC. 92.) **Applications for connections with sewers, etc.**—Every application to connect a building, lot, premises, or establishment with a water main or service pipe, public or private sewer, conduit, or other underground structure or to repair a house sewer or service pipe for water, or any other underground structure, shall state the exact location and number of building or premises, and shall be signed by the property owner. [86—21.]

* * * * * * *

766. (SEC. 105.) **Permits refused until sanitary accommodations are provided.**—The engineer shall not issue a permit for the erection or construction of any building or structure the plans of which do not conform to the requirements of title eleven hereof: *Provided*, That in all matters not covered by ordinances he shall exercise his judgment and discretion: *And provided further*, That he shall not permit any contractor or other person to carry on any building or repair work, or street-car or railroad track construction, excavating, or other work upon which as many as five persons are engaged, until such contractor or other person first submits to said engineer for approval or rejection a plan or written statement, as may be required, of the facilities available or to be provided for the disposal of the excreta of the persons employed on said building or repair work, or street-car or railroad track construction, or other work, and no such work shall be begun until said sanitary accommodations have been provided. [86—8.]

(Previous to the issuance of a building permit, the request and plans are sent to the sanitary engineer for approval of the building site. Such sites as abut on a public or private street will be approved, provided that the light, ventilation, and drainage of the proposed structure comply with the ordinances. (See especially Rev. Ord., chapters 12 and 13.) The erecting of small isolated structures for *hacenderos* in the interiors of large tracts of zacate or other farm land should be brought to the attention of the Director of Health for special instruction.)

767. (SEC. 106.) **Permits refused until plumbing plans approved.**—No permit shall be given for the erection of any building until the plumbing plans and specifications described in chapter twelve hereof have been presented and approved. [86—17.]

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CHAPTER 12.

768. PLUMBING AND HOUSE DRAINAGE.

Sec.
178. Engineer's duties.
179. Inspection.
180. Plans and specifications, examination of.
181. Filing and approval of plans and specifications.
182. Extensions, alterations, and repairs.
183. Systems of receptacles permissible until new sewer system in operation.
184. Plans and specifications gratuitous; approval.
185. Permanent underground water-service pipes.
186. Lead pipe, class and weights.
187. Space between water-service pipes and sewers.
188. Uncovering of pipes; when.
189. Location of house sewers.
190. Inspection of house sewers.
191. Laying of house sewers and drains.
192. Condemnation of joints, pipes, fittings, and hubs.
193. Connection with public sewer system.
194. Separate sewers for buildings on same lot.
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196. Size of soil and waste pipes.
197. Slope of house sewers and drains.
198. Changing size of pipes.
199. Prevention of injury to pipes and sewers.

Sec.
200. Fittings for connections; tapping.
201. Traps for plumbing fixtures.
202. Vents.
203. Traps allowable.
204. Vent pipes run separately.
205. Connections of vent pipes.
206. Sizes of vent pipes.
207. Weight of cast-iron pipe for drainage.
208. Trade-marks, etc., on cast-iron pipe.
209. Wrought-iron pipe, size and weight; joints and waste.
210. Pipe fittings.
211. Bends and branches.
212. Recessed brass thimbles.
213. Certain hubs, branches, etc., use prohibited.
214. Pipe runs and offsets.
215. Water-closets, where placed.
216. Flushing, means of.
217. Closets which are prohibited.
218. Closet connections.
219. Sinks, etc., of absorbent material, lining.
220. Tanks or cisterns for flushing.
221. Waste pipes from refrigerators.
222. Rain-water leaders.
223. Inspection and tests of plumbing.
224. Certificates of approval.
225. Condemnation of defective house sewers and drains.
226. Deviations, verbal permission no justification.

769. (SEC. 178.) **Engineer's duties.**—The engineer shall comply with and shall enforce the provisions of this chapter. [86—13.]

770. (SEC. 179.) **Inspection.**—He shall inspect, or cause to be inspected by his duly authorized assistants, the plumbing, drainage, cesspools, vaults, and ventilation of sewers of all houses in course of erection in the city of Manila, and require that the same conform to the provisions of this chapter.

He shall, at reasonable hours, upon his own motion, or on written application of an owner or occupant, or upon the written complaint of any reputable citizen, inspect or cause to be inspected the plumbing, drainage, and ventilation of sewers of any house or premises in said city. When any premises shall have been so inspected and defects found in the material or plumbing, written notice of such defects shall be served upon the owner or agent of the premises, who shall make the repairs or changes directed within the time specified therein. Failure to comply with the order shall be a violation of this ordinance. [86—14.]

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771. (SEC. 180.) **Plans and specifications, examination of.**—The engineer, or his duly authorized assistants, shall promptly examine all plans and specifications for proposed plumbing work and house drainage in the order in which they are received, and shall approve the same if in conformity with this chapter. [86—15.]

772. (SEC. 181.) **Filing and approval of plans and specifications.**—Before any portion of the water supply or drainage system of any new building, premises, or establishment shall be laid or constructed there shall be filed, in triplicate, with the engineer by the owner or his agent, architect, or builder, plans and specifications therefor showing the said system entire (including traps, supply, waste, and ventilation pipes) from its connection with the public sewer and water main to its termination inside the building line. No work shall be performed until said plans and specifications have been approved in writing by the engineer. No plumbing or drainage work shall be done upon any building except pursuant to the approved plans and specifications therefor, and no alterations shall be made in said plans and specifications without the written approval of the engineer. When approved, one copy of these plans and specifications shall be kept on file in the office of the engineer, one shall be delivered to the Bureau of Health, and one shall be turned over to the owner. [86—16.]

(Building certificates of completion are forwarded to the Bureau of Health by the municipality for countersignature as a safeguard against the erection of buildings defective in the matter of light, ventilation, and drainage. Inspectors will see that the completed buildings conform to the requirements of the ordinances previously mentioned, covering such matters.

According to this ordinance plumbers are directed, after having accepted a contract for work, to see that a deposit covering the estimated cost of street connection be made to the department of sewers and waterworks of the city of Manila before the expiration of thirty days from the date of receipt of the order by the owner. By complying promptly with this part of the ordinance the owner fulfills the preliminary part of his order and is allowed the very liberal period of an additional two months for completion of the work, during which time the plumber may order his material, if short, and in other ways arrang for compliance within the time prescribed. All registered plumbers are notified that while azotea drainage is not to be connected with the sanitary sewer system, such drainage must nevertheless be properly cared for and conducted by means of bell traps and cast-iron down spouts to yard or street gutters.)

773. (SEC. 182.) **Extensions, alterations, and repairs.**—When it is desired to make any extensions, alterations, or repairs to fixtures or pipes in a building or premises where the plumbing system has already been constructed, written approval of the proposed work shall be obtained from the engineer: *Provided*, That the repairing of leaks and removal of stoppages shall be exempt from the application of this section. [86—18.]

774. (SEC. 183.) **Systems of receptacles permissible until new sewer system in operation.**—Until the new sewer system now under construction is in operation the different systems of receptacles for

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the collection and removal of filth in sanitary installations, to be permitted after the first day of January, nineteen hundred and seven, shall be as follows: First, movable vaults (pail system); second, dry vaults; third, filtering vaults with discharge; fourth, absorbent vaults with or without discharge; fifth, septic vaults, absorbent or with discharge, or both absorbent and with discharge. [86—18.]

(The sewer system having been completed, this paragraph is without effect except in sections where there are no sewers and in cases of emergency.)

775. (SEC. 184.) **Plans and specifications gratuitous; approval.**—The engineer shall furnish printed plans and specifications of all plans approved by the Director of Health, which plans and specifications shall be furnished gratuitously to any resident applying therefor. Whenever the Director of Health shall decide that the installation of any system is not suitable, such system shall not be installed, and such system shall be installed as the Director of Health believes to be most suitable. [86—18.]

776. (SEC. 185.) **Permanent underground water-service pipes.**—No person shall lay or cause to be laid any permanent underground water-service pipe for the introduction of water into any building, lot, premises, or establishment of any other material than drawn lead pipe of a standard weight hereafter in this chapter specified, galvanized wrought iron, or cast-iron pipe, coated as prescribed for water mains. Cast-iron pipes shall be tested to the satisfaction of the superintendent of water supply before being covered.

The use of cast-iron service pipe less than five centimeters in diameter shall not be permitted.

No plain black uncoated steel or iron pipe shall be used for the water supply. [86—22.]

777. (SEC. 186.) **Lead pipe, class and weights.**[1]—Lead pipe for water service shall be of the class known as "Strong" and of not less than the following weights per lineal foot:

Inside diameter of pipe.	Weight per foot.	Inside diameter of pipe.	Weight per foot.
¼ inch	2 pounds.	1¼ inches	4 pounds 12 ounces.
½ inch	2 pounds 8 ounces.	1½ inches	6 pounds 4 ounces.
¾ inch	3 pounds.	1¾ inches	6 pounds 12 ounces.
1 inch	4 pounds.	2 inches	7 pounds.

[86—23.]

[1] Table in metric system:

Inside diameter of pipe.	Weight per meter.	Inside diameter of pipe.	Weight per meter.	Inside diameter of pipe.	Weight per meter.	Inside diameter of pipe.	Weight per meter.
Meter.	*Kilos.*	*Meter.*	*Kilos.*	*Meter.*	*Kilos.*	*Meter.*	*Kilos.*
0.013	2.97	0.032	7.07	0.017	4.46	0.045	10.04
.016	3.72	.038	9.30	.025	5.95	.051	10.42

[Table left in lineal measure in text because of practice of purchasing pipe by that standard.]

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778. (SEC. 187.) **Space between water-service pipes and sewers.**—No person shall lay or cause to be laid any water-service pipe parallel to a sewer with less than thirty-eight centimeters between them, measured horizontally, except on written permission of the engineer. [86—24.]

779. (SEC. 188.) **Uncovering of pipes when.**—Upon the order of the engineer any service pipe laid and covered without inspection and approval shall be promptly uncovered by the master plumber holding the permit for doing the work. [86—25.]

780. (SEC. 189.) **Location of house sewers.**—No house sewer shall be laid through or across any lot or premises other than the lot or premises it is intended to drain by said owner: *Provided*, That where the situation of the premises shall render it impracticable to comply with this requirement, permission in writing may be given by the engineer to deviate therefrom to such an extent as he may deem necessary. [86—26.]

781. (SEC. 190.) **Inspection of house sewers.**—Each house sewer and the connection thereof with the public sewer shall be inspected by the engineer or his technical assistants. [86—27.]

782. (SEC. 191.) **Laying of house sewers and drains.**—Each house sewer and house drain shall be laid true to line and grade, each section of pipe being properly bedded. The joints of cast-iron pipe shall be calked flush with oakum and lead; joints in wrought-iron pipes shall be painted; those of vitrified pipe shall be laid with mortar composed of one part hydraulic cement and two parts of clean river sand, upon a foundation of hydraulic cement concrete not less than eight centimeters in thickness and not less in width than the diameter of the pipe, composed of one part hydraulic cement and two parts of clean river sand and four parts of small broken stone, broken brick, or clean river gravel. When in the judgment of the engineer this foundation is considered unnecessary, written permission may be given to omit this concrete bed. No house sewer or drain shall be laid upon a grade less than one to fifty. Whenever practicable the grade shall be uniform throughout the entire length of the house sewer and drain. [86—28.]

783. (SEC. 192.) **Condemnation of joints, pipes, fittings, and hubs.**—No cement, wax, grease, paraffin, plaster, salamoniac, or other improper substances shall be used about any joint of the iron pipe in the plumbing system, and the presence of any such foreign substance about a joint shall be a sufficient cause for condemning such joint. Any defective cast-iron pipe, fitting, or hub may be condemned and marked by the engineer or his assistants; in such case, such fitting or pipe shall not be used again. [86—29.]

784. (SEC. 193.) **Connection with public sewer system.**—No person shall, without special permission from the engineer, connect or cause to be connected the drainage system of any building, lot, premises, or establishment with the public sewer system other than with that portion intended for use, as shown by the records in the office of the engineer; nor shall any connection be made below the springing line of the sewer. All excess material shall be removed from the inside of the sewer. [86—30.]

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785. (SEC. 194.) **Separate sewers for buildings on same lot.**—Two or more dwellings built upon the same lot shall each have a separate sewer, and neither dwelling shall drain under or through the premises or dwelling of the other: *Provided*, That where, from the situation of the premises, it shall be impracticable to comply with the provisions of this section, permission in writing may be given by the engineer to deviate therefrom to such extent as he may deem necessary: *And provided further*, That adjoining houses or accessories built upon the same lot are to be considered in every case as one building. [86—31.]

786. (SEC. 195.) **Soil and drainage pipes, material and construction.**—Every soil, drain, waste, and vent pipe shall be of cast or wrought iron, lead or brass, with screwed, leaded, and calked or wiped joints, and shall, when possible, be so located as to be accessible for inspection and repair. No rubber connections shall be used. No such pipe shall be built into any masonry wall. Pipes of this kind shall be kept above ground if practicable.

The house drain shall be of iron and shall extend to a distance of sixty centimeters outside the wall of any building. No vitrified or other earthenware pipe shall be laid inside of the house, nor shall vitrified pipe of any system pass under another house. No section of vitrified pipe or other earthenware pipe shall be used between two sections of iron pipe.

At the upper end of each horizontal run of pipe shall be placed a suitable brass clean-out of the same size as the pipe it serves.

No tin or galvanized sheet-iron pipe shall be used in the plumbing system. [86—32.]

787. (SEC. 196.) **Size of soil and waste pipes.**—The size of soil and waste pipes shall conform to the following table. Horizontal lines shall be increased as fixtures are added, but verticals throughout their entire length shall be of the diameter given for the number of fixtures which discharge through them:

Number of water-closets.	Size.
	Horizontal runs.
1 to 6	10 centimeters.
7 to 12	13 centimeters.
13 to 20	15 centimeters.
	Vertical runs.
1 to 12	10 centimeters.
13 to 25	15 centimeters.

Each vertical soil line into which the water-closets of two or more floors discharge shall be extended full size through and above the roof or connected full size in an approved manner into a line thus extended. [86—33.]

788. (SEC. 197.) **Slope of house sewers and drains.**—Every house sewer and house drain and pipe shall have a slope or incline of at least one vertical to fifty horizontal, and vent pipes not vertical shall have a continuous slope.

No such line shall be run with unnecessary bends or offsets, and where changes of direction shall be unavoidable they shall be made

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with bends of not more than forty-five degrees, if practicable. No air inlet line shall be laid without the best obtainable slope and so as to avoid unnecessary length of bends. [86—34.]

789. (SEC. 198.) **Changing size of pipes.**—When any soil, drain, or vent pipe shall be increased or reduced, a proper fitting shall be used. Tail-end pieces shall not be used for that purpose. [86—35.]

790. (SEC. 199.) **Prevention of injury to pipes and sewers.**—When a soil pipe or house sewer shall pass under any masonry wall, there shall be provided a relieving arch to prevent injury from settling of the wall, or there shall be built into the wall an iron pipe of sufficient diameter to contain the pipe proposed to be run with a clearance of at least three centimeters on all sides. [86—36.]

791. (SEC. 200.) **Fittings for connections; tapping.**—Approved fittings of iron or brass shall be used for all connections with drain, soil, waste, vent, and supply lines, and no iron drain, soil, waste, or vent line shall be tapped. [86—37.]

792. (SEC. 201.) **Traps for plumbing fixtures.**—Every plumbing fixture must be separately trapped by a vented water-sealed trap placed as close to the fixture outlet as possible, but in no case at a distance greater than sixty centimeters from the fixture outlet, excepting that in the case of the upper or only fixture on a soil pipe, extended full size through the roof, said fixture having its center within sixty centimeters of the center of the stack, a vent shall not be required.

A single trap may be used for a two or three part wash tray or wash basin.

Every hotel and restaurant shall have a grease trap attached to the waste pipe of the kitchen sink within ninety centimeters of the sink outlet. Said grease trap shall have an air-tight cover, easily removable to permit the cleaning of the trap. [86—38.]

793. (SEC. 202.) **Vents.**—Every vent shall be taken from the crown of the fixture, except for water-closet traps, and each such trap shall be vented from the branch line below the trap and above all small waste inlets, with a vent so connected as to prevent obstruction. [86—39.]

794. (SEC. 203.) **Traps allowable.**—No lead trap less than thirty-eight millimeters shall be used, except on lavatories and urinals, where a thirty-two millimeter trap may be permitted.

Every trap shall have a water seal of at least thirty-two millimeters and brass thumbscrew clean-out at the bottom of seal.

The weight of a thirty-eight millimeter lead trap shall not be less than four kilograms per linear meter, and other sizes shall be of proper weight.

Lead waste pipe shall be of a weight heavier than that specified for the trap it drains. [86—40.]

795. (SEC. 204.) **Vent pipes run separately.**—Every vent pipe shall be run separately above its fixtures, in order to prevent its use as a waste. [86—41.]

796. (SEC. 205.) **Connections of vent pipes.**—Each vent pipe shall be connected above the highest fixture into the adjacent soil pipe if distant therefrom not more than one meter eighty centimeters. If more than this distance from the soil pipe it may be independently extended above the roof.

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A vent line shall be, whenever practicable, a direct extension of a soil or waste line.

Main vent risers having a length of four meters fifty centimeters or more shall be connected at the foot with the main waste or soil line below the lowest vent outlet and with no greater angle of connection of run than forty-five degrees. [86—42.]

797. (SEC. 206.) **Sizes of vent pipes.**—The sizes of main and branch vent pipes shall be increased as fixtures are added, as follows:

Diameter.	Maximum length.	Number and size of traps vented.
Meter.	*Meters.*	
0.038	7.62	1 or two traps, 32 to 51 millimeters.
0.051	15.24	1 to 5 traps, 76 to 102 millimeters.
0.063	22.86	6 to 9 traps, 76 to 102 millimeters.
0.076	30.48	10 to 15 traps, 76 to 102 millimeters.
0.102	47.72	16 to 25 traps, 76 to 102 millimeters.
0.127	60.95	26 to 40 traps, 76 to 102 millimeters.

No waste or drain pipe shall be of less size than the fixture trap, except that a lead trap one and one-half inches in diameter may have a waste pipe one and one-fourth inches in diameter. [86—43, 44.]

798. (SEC. 207.) **Weight[1] of cast-iron pipe for drainage.**—In all buildings over three stories in height the weight of all cast-iron pipe used for drainage on horizontal runs shall not be less than—

Inside diameter.	Weight per lineal foot.	Inside diameter.	Weight per lineal foot.	Inside diameter.	Weight per lineal foot.
Inches.	*Pounds.*	*Inches.*	*Pounds.*	*Inches.*	*Pounds.*
2	5½	5	17	8	33½
3	9½	6	20	10	45
4	13	7	27	12	54

[1] **Tables in metric system.**—Buildings over three stories in height:

Inside diameter.	Weight per lineal meter.	Inside diameter.	Weight per lineal meter.	Inside diameter.	Weight per lineal meter.
Meter.	*Kilos.*	*Meter.*	*Kilos.*	*Meter.*	*Kilos.*
0.051	8.18	0.127	25.30	0.203	49.86
.076	14.14	.152	29.76	.254	66.96
.102	19.34	.178	40.18	.305	80.36

Buildings less than three stories in height:

Inside diameter.	Weight per lineal meter.	Inside diameter.	Weight per lineal meter.
Meter.	*Kilos.*	*Meter.*	*Kilos.*
0.051	3.72	0.178	22.32
.076	6.70	.203	26.04
.102	9.67	.254	43.15
.127	12.65	.305	59.52
.152	15.62	.381	66.96

[Tables left in lineal measure in text because of practice of purchasing pipe by that standard.]

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In buildings three stories or less in height the weight of all cast-iron pipe used shall be standard or heavier, and all cast-iron pipe used in stacks and vertical runs shall be standard and the weight not less than—

Inside diameter.	Weight per lineal foot.	Inside diameter.	Weight per lineal foot.
Inches.	*Pounds.*	*Inches.*	*Pounds.*
2	2½	7	15
3	4½	8	17½
4	6½	10	29
5	8½	12	40
6	10½	15	45

[86—45.]

799. (SEC. 208.) **Trade-marks, etc., on cast-iron pipe.**—All cast-iron pipe used shall have cast upon it, directly back of the hub of each section, the name, initial, or trade-mark of the manufacturer. [86—46.]

800. (SEC. 209.) **Wrought-iron pipe, size and weight;[1] joints and waste.**—All wrought-iron soil, drain, or waste pipe used in a building shall be standard iron pipes not less than thirty-eight millimeters in diameter and the weight not less than—

Diameter.	Weight per lineal foot.	Diameter.	Weight per lineal foot.	Diameter.	Weight per lineal foot.
Inches.	*Pounds.*	*Inches.*	*Pounds.*	*Inches.*	*Pounds.*
1½	2.68	3	7.54	4½	12.34
2	3.61	3½	9.00	5	14.50
2½	5.74	4	10.66	6	18.76

All joints in said pipe shall be screwed joints, carefully made up, and the burr formed in each pipe due to cutting shall be completely removed by reaming or filing.

A thirty-eight millimeter wrought-iron waste shall be limited to the drainage of a single fixture and shall not exceed six meters in length. No portion of the run shall be at a less slope than forty-five degrees with all angles made with one-eighth bends. [86—47.]

801. (SEC. 210.) **Pipe fittings.**—All fittings used in connection

[1] **Table in metric system:**

Diameter.	Weight per lineal meter.	Diameter.	Weight per lineal meter.	Diameter.	Weight per lineal meter.
Meter.	*Kilos.*	*Meter.*	*Kilos.*	*Meter.*	*Kilos.*
0.038	3.99	0.076	11.22	0.114	18.36
.051	5.37	.089	13.39	.127	21.58
.063	8.54	.102	15.86	.152	27.92

[Table left in lineal measure in text because of practice of purchasing pipe by that standard.]

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with iron pipes shall correspond with them in weight and quality. Fittings on wrought-iron soil and waste lines shall be extra heavy cast-iron recessed and threaded galvanized drainage fittings, tapped with a slope of one vertical to fifty horizontal for horizontal runs. [86—48.]

802. (SEC. 211.) **Bends and branches.**—All changes of direction in soil and house sewer pipes shall be made by means of suitable bends, and all connections by means of "Y" branches and one-eighth or one-sixteenth bends. [86—49.]

803. (SEC. 212.) **Recessed brass thimbles.**—All connections of lead pipe with iron branches shall be made by means of recessed brass thimbles, the full size of the iron pipe, calked into the iron with lead and wiped joints, or by what is known as the Raymond ferrule. [86—49.]

804. (SEC. 213.) **Certain hubs, branches, etc., use prohibited.**—No double hub, double "Y," or double "T Y" branches shall be used on horizontal runs, nor shall double "T Y" branches be used on verticals except by written permission of the engineer. The use of bands, saddles, and sleeves is prohibited. [86—49.]

805. (SEC. 214.) **Pipe runs and offsets.**—All pipe runs shall be made as direct as possible, and offsets in vertical soil and waste lines shall not be constructed without the written permission of the engineer. [86—49.]

806. (SEC. 215.) **Water-closets, where placed.**—No water-closet shall be placed in any sleeping room, kitchen, or any room having direct communication with the kitchen, or in any room, apartment, or vault not in direct communication with the external air or a vertical air shaft by means of a window or air space having an area of at least one-fourth of a square meter for the admission of light and fresh air. [86—50.]

807. (SEC. 216.) **Flushing, means of.**—Means shall be provided for thoroughly flushing all soil pipes, drain pipes, water-closets, and urinals. A suitable flush tank of adequate size, provided with a flush pipe not less than thirty-two millimeters in diameter, shall be supplied for every interior water-closet, and such tank shall not be used for any other purpose. Public urinals shall have an automatic or a spray flush. [86—51.]

808. (SEC. 217.) **Closets which are prohibited.**—Pan, valve or offset water-closets shall not be installed, nor shall such closets now in use be maintained if complaint, which upon investigation shall prove to be well founded, shall be made by any occupant of the building in which the closet is located. When a bowl or trap or other type of closet aforementioned, or of a straight or oval hopper closet within a building shall be defective, such portion shall not be replaced, but an approved closet shall be substituted for the old fixture.

A straight or oval hopper closet shall not be installed within a building except upon the approval of the engineer.

A straight hopper, if in an insanitary condition, upon complaint may be condemned by the engineer, and shall then be replaced by a short hopper closet of approved type, if so ordered.

Whenever a water-closet of prohibited type shall be replaced the adjacent small-fixture wastes and vents shall be reconstructed so

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as to bring them into reasonable conformity to these regulations, and the soil stack shall be extended above the roof level. [86—51.]

809. (SEC. 218.) **Closet connections.**—Every water-closet within a building shall have a lead or brass connection. The weight of a ten-centimeter bend for a closet connection shall not be less than twelve kilograms per linear meter. [86—52.]

810. (SEC. 219.) **Sinks, etc., of absorbent material, lining.**—Wash trays, sinks, and slop hoppers of wood or other absorbent material are prohibited inside of any building unless metal lined, the lining to be water-tight. [86—53.]

811. (SEC. 220.) **Tanks or cisterns for flushing.**—When any water supply is not ample for thoroughly flushing water-closets, urinals, and other fixtures a tank or cistern into which water may flow at night or into which it may be pumped, shall be provided when ordered by the engineer. [86—54.]

812. (SEC. 221.) **Waste pipes from refrigerators.**—No waste pipe from a refrigerator or other receptacle in which provisions are stored shall be connected with any drain, soil, or other waste pipes; such waste pipes shall be so arranged as to admit of frequent flushing and shall be as short as possible. [86—55.]

813. (SEC. 222.) **Rain-water leaders.**—Rain-water leaders, when placed inside of a building, must be of cast iron, properly secured and calked with oakum and lead, or of wrought iron, secured as if they were to be used as soil or waste pipes.

No rain-water leaders, yard drainage, or any drainage containing rain water may enter a house plumbing system. [86—55.]

814. (SEC. 223.) **Inspection and tests of plumbing.**—When plumbing in any premises shall be ready for inspection, the master plumber in charge of the work shall notify the inspector of plumbing. After the work is completed it shall be reported for final inspection and test.

All soil, waste and vent pipes for new buildings shall have the openings stopped and a test of not less than three pounds air pressure to the square inch upon a mercury gauge applied by the plumber in the presence of the engineer or his assistants and maintained for such a length of time as to satisfy the latter that the work is sound and tight.

There may be substituted for testing horizontal lines or drains a water-pressure test under a head of at least one and one-half meters in lieu of the air-pressure test above specified.

The final test may be made in the presence of the engineer or his assistants by means of an improved peppermint test, if desired.

Repairs and extensions to any part of the drainage system shall also be reported for inspection, excepting minor repairs to a lead waste, or where no portion of the waste, trap, or vent shall be removed or disturbed, or where no resetting or replacement of fixtures shall be necessary. [86—56.]

815. (SEC. 224.) **Certificates of approval.**—A certificate of approval shall be issued by the engineer to the master plumber upon the satisfactory completion of any plumbing work. The plumbing system shall not be used before the issuance of the final certificates for the plumbing thereon. [86—57.]

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816. (SEC. 225.) **Condemnation of defective house sewers and drains.**—Whenever a house sewer or drain shall become obstructed or broken or defective, so that sewage or drain water escapes therefrom into the surrounding soil or into adjacent premises, the engineer shall condemn such defective part and order its repair or replacement. [86—58.]

817. (SEC. 226.) **Deviations, verbal permission no justification.**—Under no consideration shall verbal permission be considered justification for a deviation from the provisions of this chapter. [86—59.]

Information for Bureau employees in order to enable them to advise plumbers and others with regard to plumbing installations.

NOTE.—The attention of all registered plumbers at present practicing in the city of Manila is invited to the fact that they are intrusted by the municipality with the strict observance of all laws and regulations duly enacted or promulgated for the purpose of securing uniformly satisfactory sanitary plumbing throughout the city.

As a large part of the plumbing of the city is done in compliance with sanitary orders emanating from this office, it is advisable that the persons conducting this work be acquainted with the laws and regulations governing such work. For this purpose examination on the theory and practice of plumbing are and have been held from time to time, as a result of which all persons now holding a license of master plumber have been duly certified by the Municipal Board as qualified to perform and supervise such work.

Attention is invited to the great number of low-roofed surreptitiously or illegally constructed closet rooms in use in many houses throughout the city. All registered plumbers are directed to see that sanitary fixtures which they may install are placed only in such rooms or compartments as comply approximately with existing building regulations.

No fixtures will be permitted in low-roofed, temporary structures, nor in buildings which bear evidence of having been surreptitiously or illegally constructed.

No new construction, such as roofing over patios, etc., for the purpose of separating storm water from service water will be permitted unless the yard areas are sufficiently large to permit this under section 227, Revised Ordinances, and any such construction shall be done under a special building permit in addition to the plumbing permit.

The attention of all registered plumbers is invited to the liberal provisions of Ordinance No. 125 dealing with orders for sewer connections. When house plumbing is to be remodeled for connection with the sanitary sewer this office will require that any existing galvanized or tin down spouts from azoteas be replaced with bell traps and cast-iron down spouts.

Certain infractions of section 182, Revised Ordinances (Sanitary Code, Ord. 86, sec. 18), reading as quoted below have come to the notice of this office.

It is provided in the Revised Ordinances of Manila that when it is desired to make any extensions, alterations, or repairs to fixtures or pipes in a building or premises where the plumbing system has already been constructed, written approval of the proposed work shall be obtained from the city engineer: *Provided*, That the repairing of leaks and removal of stoppages shall be exempt from the application of this section. [86—18.]

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Plumbers will, therefore, in the prosecution of their work, see that all bathrooms, sinks, the immediate vicinity of water hydrants, flush closets, stable drainage, etc., are properly connected with the sewer system. An important feature of this work will be to see that all floor drains connected with the sanitary sewer system are at such elevation that, in time of rains they will not become flooded with storm water.

Unless specially stated otherwise, all orders for the connection of premises with this system of sewers, imply the following conditions:

(*a*) All water carried into a house or premises through the service pipes upon being released after use must find its way into the sanitary sewer system. This must also include liquid stable wastes, contents of flush closets, liquid wastes from factories, etc.

(*b*) All storm or rain water must be carefully excluded from the system and carried by means of open or closed drains, gutters, etc., to the street gutters, or disposed of in other ways satisfactory to this Bureau.

(*c*) No closet compartments shall be less than 75 centimeters by 75 centimeters.

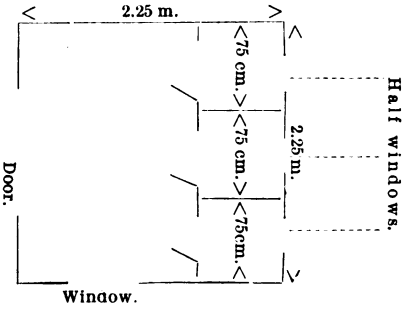
(*d*) A single closet must be directly or through another toilet connected by means of a window or door with the external air.

(*e*) External air will be considered to consist of a clear space of 2 meters directly outside the window or door and beyond roof leaders. Roof leaders shall not exceed 1.2 meters overhang.

(*f*) Where it becomes necessary or advisable to install a series of flush closets in one large room the following directions shall be observed:

Number of closets.	Size of room.
	Meters.
2	1.5 ×1.5
3	2.25×2.25
4	3 ×3
5	3.75×3.75

Diagram of size of closet room.



In other words the room must be as wide as the sum of the depth of all closet compartments and should have thorough ventilation with the external air whenever practicable.

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(*g*) Where more than one flush closet is installed in a room the dividing walls shall be at least 20 centimeters from the floor; the partitions shall not exceed a height of 2 meters, and the door shall in the same manner be open top and bottom.

(*h*) By agreement with the city engineer, sinks, etc., in open places connected with the sanitary sewers will hereafter be permitted, provided they do not act as catch basins for rain water falling outside their perimeter. If the fixtures are elevated sufficiently to exclude extraneous rain water, they will be allowed to connect with the sanitary sewer whether they are under cover or not.

CHAPTER 17.

818. BURIAL, TRANSFER, AND EXHUMATION OF THE DEAD IN MANILA.

(For the law applicable to the province see Act 1458.)

Sec.
262. Death certificates; suspicion of foul play.
263. Contents of death certificates; autopsies.
264. Deaths from unknown causes, or under suspicious circumstances.
265. Burial permits.
266. Presentation of burial permits.
267. Burial permits, when null and void.
268. Time allowed for burial.
269. Conveyance of the dead, permit for.
270. Embalming, duty of undertaker.
271. Containers for the removal of the dead.
272. Deaths from dangerous communicable diseases.
273. Construction and maintenance of undertaking establishments.
274. Inspection of places for disposition of the dead.
275. Unlawful burials.
276. Funerals.
277. Persons charged with duties of burial.
278. Failure to bury.
279. Custody of dead bodies.
280. Burial at sea.
281. Location of cemeteries.
282. Proximity to dwellings; permits.
283. Sanitary maintenance.
284. Depth of graves.
285. Unsealed overground tombs.
286. Disinterments.
287. Rules for disinterments.
288. Fees payable to the Bureau of Health.
289. Transportation of bodies by military authorities.

819. (SEC. 262.) **Death certificates; suspicion of foul play.**—Whenever any person shall die in the city of Manila a certificate of death shall be furnished to the Bureau of Health by the physician in attendance on such deceased person, but if there has been no physician in attendance it shall be the duty of the municipal physician of the district in which such person shall have died to furnish such certificate if called upon to do so, or any registered physician may furnish the required certificate of death. If the cause of death has not been satisfactorily explained, or if there is a suspicion of an unlawful act or foul play, it shall be the duty of the prosecuting attorney of the city of Manila to issue or approve said certificate of death. [86—191.]

820. (SEC. 263.) **Contents of death certificates; autopsies.**—Every certificate of death shall be written in ink on a form prescribed by the Director of Health, and shall be forwarded to the office of the Bureau of Health within twenty-four hours after such death, except in case of death from cholera, smallpox, plague, diphtheria (including mem-

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branous croup); ship or typhus fever, typhoid, spotted, relapsing, scarlet, or yellow fever; measles, glanders, leprosy, or anthrax, in which event notification of such death shall be sent within one hour after knowledge of death to the office of the Bureau of Health by the person issuing the death certificate, and the required certificate of death shall be sent within twelve hours thereafter. In case immediate burial is necessary or the exposure of the body may be dangerous to health, the physician or official issuing the certificate shall notify the Director of Health to that effect. No person in the city of Manila shall knowingly make, sign, or deliver any certificate of death, in this chapter provided for, not in accordance with the facts. Whenever a sanitary medical inspector suspects that a person has died of a disease different from that certified to by the attending physician, and believes an autopsy necessary, notice of the time and place where such autopsy is to be held shall be sent to the attending physician.

To make effective the preceding paragraph, every physician shall have the right to witness and know of all the investigations made upon a corpse, where the diagnosis has been doubted. [86—192.]

821. (SEC. 264.) **Deaths from unknown causes or under suspicious circumstances.**—Whenever it shall come to the knowledge of any person or persons that any human being has died from causes unknown or under suspicious circumstances it shall be the duty of such person or persons to notify immediately the officer in charge of the nearest police station or the prosecuting attorney of the city of Manila, and such officer shall immediately notify the Bureau of Health. [86—193.]

822. (SEC. 265.) **Burial permits.**[1]—It shall be unlawful to bury, inter, or remove for interment or burial elsewhere, or to cremate or dispose of any human body or remains, until a permit therefor has been issued by the Director of Health or his agent. [86—194.]

823. (SEC. 266.) **Presentation of burial permits.**—No superintendent or other person having charge of a cemetery, burying ground, or crematory shall assist in, or assent to, or allow any interment, disinterment, or cremation to be made until a permit from the Director of Health authorizing the same has been presented to him. [86—195.]

824. (SEC. 267.) **Burial permits, when null and void.**—Any permit for burial, interment, disinterment, or cremation shall be null and void after a period of forty-eight hours has elapsed from the time of issue of said permit. [86—196.]

825. (SEC. 268.) **Time allowed for burial.**—Except when required for the purpose of legal investigation or when specially authorized by the Director of Health, no dead body shall remain unburied for a greater time than forty-eight hours after death.

Whenever it has been certified or is known that any person died with a dangerous communicable disease the body of such person shall

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[1] **Burial permit a public document.**—A burial permit issued by the Bureau of Health is a public document within the meaning of that term as used in art. 301, Penal Code: U. S. *vs.* Mateo, 5 Phil., 462, and cases there cited.

Burial permits, police zone.—Act No. 1457 does not authorize Bureau of Health to issue permits for interment within police zone surrounding city: Op. Atty.-Gen., 4 Off. Gaz., 367.

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be buried within twelve hours after death unless a longer period is authorized by the Director of Health. [86—196.]

826. (SEC. 269.) **Conveyance of the dead, permit for.**—No dead body or part of a dead body of any human being shall be carried or conveyed from, into, or through the city of Manila by any person or by means of any boat, vessel, car, hearse, litter, or other means of conveyance, or by any public or private vehicle without a permit therefor issued by the Director of Health: *Provided*, That nothing in this section shall be construed to prohibit the immediate conveyance of the body of any person who has died from other than a dangerous communicable disease, by a registered undertaker or embalmer, from the place of death to an undertaker's establishment for the purpose of preparing the body for burial or shipment. [86—197.]

827. (SEC. 270.) **Embalming, duty of undertaker.**—No undertaker or other person shall embalm any dead body without a death certificate, and said embalmer must ascertain, before such embalming takes place, that there are no facts attending the illness and death of the person which would make an autopsy necessary. [86—198.]

828. (SEC. 271.) **Containers for removal of the dead.**—No person shall remove into, or out of, or through the city of Manila the body or remains of any human being unless such body, or remains, is inclosed in a coffin of a type approved by the Director of Health. [86—199.]

829. (SEC. 272.) **Deaths from dangerous communicable diseases.**—The body of any person who has died of any dangerous communicable disease in the city of Manila shall be removed at once to the public morgue, and said body shall not be removed therefrom until it and its container have been disinfected in such a manner as shall be prescribed by the Director of Health: *Provided*, That no such removal shall take place except for the purpose of burial or cremation. [86—200.]

830. (SEC. 273.) **Construction and maintenance of undertaking establishments.**—No person shall conduct the business of undertaking, embalming, or keeping of the dead awaiting final disposition, except in inclosures which are adequately lighted and ventilated and screened so as to prevent entrance, contact, or the escape of flies or insects; the floors composed of impervious material, and the general construction to be such as to be capable of being easily cleansed and disinfected. Such inclosures must be disinfected from time to time and at all times maintained in a sanitary condition satisfactory to the Director of Health. [86—201.]

831. (SEC. 274.) **Inspection of places for disposition of the dead.**—All morgues, undertaking establishments, receiving vaults, and places for embalming the dead, all burial grounds or cemeteries, crematories, and other places for the disposition of the dead, shall be subject at all hours to such inspection as the Director of Health or his agents may deem necessary. [86—202.]

832. (SEC. 275.) **Unlawful burials.**—Any person who shall bury or inter or cause to be buried or interred, a dead body of any human being or human remains in any place except an authorized burial ground or cemetery now or hereafter existing, shall be considered a violator of this ordinance. [86—203.]

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833. (SEC. 276.) **Funerals.**—Except in times of epidemic, or in case of death due to or with a dangerous communicable disease, the right to hold funerals and to take the remains of the deceased person into churches or other places for this purpose shall not be abridged or interfered with: *Provided*, That such remains shall have been properly disinfected and inclosed in a substantial coffin of wood or metal, so as to prevent the escape of offensive gases, liquids, or odors. In cases of death due to or with a dangerous communicable disease the body of such deceased person shall not be taken to places of public assembly, nor any person permitted to attend the funeral of such deceased person except the adult members of the immediate family of the deceased, his nearest friends, not exceeding four, and other persons whose attendance is absolutely necessary. [86—204.]

834. (SEC. 277.) **Persons charged with duties of burial.**—The duty of burying the body of a deceased person shall devolve upon the persons hereinafter in this section specified:

(*a*) If the deceased was a married man or woman, the duty of burial shall devolve upon the surviving spouse if he or she possesses sufficient means to pay the necessary expenses.

(*b*) If the deceased was an unmarried man or woman, or a child, and left any kin, the duty of burial shall devolve upon the nearest of kin of the deceased, if they be adults, and within the Philippine Islands, and in possession of sufficient means to defray the necessary expenses.

(*c*) If the deceased left no spouse or kindred possessed of sufficient means to defray the necessary expenses, as provided in the last two preceding subsections, the duty of burial shall devolve upon the public authorities.

Nothing in this section contained shall change the liability of the estate of the deceased for the ultimate payment of expenses, the purpose and intent of this section being to fix the immediate duty of burial and without respect to the ultimate liability or expense thereof. [86—205.]

835. (SEC. 278.) **Failure to bury.**—Any person upon whom the immediate duty of burial of a dead body is imposed by law who omits to perform that duty within forty-eight hours after death, having ability to do so, shall upon conviction be punished as in this ordinance provided. [86—206.]

836. (SEC. 279.) **Custody of dead bodies.**—Any person charged by law with the duty of burying the body of a deceased person is entitled to the custody of such body for the purpose of burying it, except when an inquest is required by law for the purpose of determining the cause of death or in the case of death with a dangerous communicable disease. The bodies of persons dead from a dangerous communicable disease shall remain in the custody of the Bureau of Health until released, in accordance with the provisions of section two hundred and seventy-two hereof. [86—207.]

837. (SEC. 280.) **Burial at sea.**—No person dying in the city of Manila shall be buried at sea until a special permit therefor has been obtained from the Director of Health and the marine laws governing burials at sea have been complied with.

In no case shall burial of a body in that part of the bay com-

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prised within the jurisdiction of the city of Manila be permitted.. [86—208.]

838. (SEC. 281.) **Location of cemeteries.**—It shall be unlawful for any person or persons, or for any order or society of persons, or for any corporation or corporations, or for any church or other organization whatsoever, to bury or inter any dead body, or to use any land or lands, in any way whatsoever, as a burial place or as a temporary or permanent place of interment or disposal of the dead, within fifty meters of either side of any river or rivers, or within fifty meters of any spring or well or other source of water supply: *Provided*, That the Director of Health may, in his discretion, authorize the continuance of any burial ground, cemetery, or other place for the temporary or permanent disposal of the dead, not meeting the requirements of this section, which may have been established prior to the first day of January, nineteen hundred and seven. [86—209.]

839. (SEC. 282.) **Proximity to dwellings; permits.**—After the first day of January, nineteen hundred and seven, no burial ground or cemetery shall be authorized or established which shall not be at least twenty-five meters from any dwelling house: *Provided*, That abandoned houses, or houses used by employees or attendants of the cemetery, and houses used for administrative or other necessary purposes connected with the cemetery, shall not, in the meaning of this chapter, be considered as dwelling houses: *Provided further*, That it shall be the duty of the person or persons, or the order or society of persons, or of the corporation or corporations, or of the church or other organization establishing such cemetery, to maintain an open space, unobstructed by habitation or other structures, of at least twenty-five meters on all sides of said burial ground or cemetery, except as hereinbefore in this chapter provided: *And provided further*, That it shall be unlawful to establish, maintain, enlarge, or remove any burial ground or cemetery until a permit therefor approved by the Director of Health has been obtained. [86—210.]

840. (SEC. 283.) **Sanitary maintenance.**—All burial grounds or cemeteries within the city of Manila must be kept in a sanitary condition satisfactory to the Director of Health. [86—211.]

841. (SEC. 284.) **Depth of graves.**—Whenever practicable, all graves shall be dug to a depth of at least one meter and fifty centimeters, so that there shall be one meter of earth covering bodies that have been inclosed in coffins, boxes, or other solid receptacles, and at least one meter and twenty centimeters of earth covering uncoffined bodies. [86—212.]

842. (SEC. 285.) **Unsealed overground tombs.**—The placing of the body of any deceased person in any unsealed overground tomb is prohibited unless the coffin or casket containing the remains shall first be permanently and hermetically sealed in a metal case. This provision shall not apply to tombs or vaults that are strictly receiving vaults for remains awaiting shipment from Manila for final disposition. [86—213.]

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843. (SEC. 286.) **Disinterments.**—The removal of any body from its original place of interment is declared to be a nuisance prejudicial to the public health and is prohibited unless the same shall be done by permission and under the supervision of the Director of Health or his agent: *Provided*, That no disinterments of remains of bodies of persons shall be made unless a permit therefor has been obtained from the Director of Health. [86—214.]

844. (SEC. 287.) **Rules for disinterments.**—Whenever, in the opinion of the Director of Health, it is deemed advisable to disinter or exhume the bodies or remains of persons who have died with or of other than dangerous communicable diseases, permission may be granted after such bodies have been buried for a period of three years. The body or remains of a deceased person, upon exhumation, shall be immediately disinfected and inclosed in a coffin, case, or box, securely fastened: *Provided*, That especial permits may be issued for the disinterment or exhumation of the remains of deceased persons who have died with or of other than dangerous communicable diseases, after a period of one and one-half years has elapsed from the date of burial, if it be found that the disinterment or exhumation of such remains will not be to the detriment of the public health: *Provided, however*, That special permits may be issued at any time for the disinterment or exhumation of remains of persons dying of other than dangerous communicable deseases and that have been properly embalmed by an undertaker or embalmer, or of bodies that have been placed in a receiving vault awaiting transportation from Manila. Boxes containing bodies or remains shall be plainly marked with a paster showing the name of the deceased, place of death, cause of death, and the point to which they are to be shipped. No body or remains of any person who has died with or of a dangerous communicable disease shall be disinterred until five years from the date of death shall have elapsed: *Provided further*, That in special cases, and under such sanitary precautions as the Director of Health may prescribe, such bodies or remains may be disinterred by special permission of the Director of Health after a period of two years shall have elapsed: *And provided further*, That the Director of Health may, upon the request of any guardian, sexton, superintendent, or keeper, or any person or corporation, or religious sect of whatever denomination, in charge of a cemetery or burial ground within the city of Manila, grant authority to empty at a time several niches or vaults of the remains which have remained unclaimed, after the legal period of the lease of the niches or vaults has expired, and a reasonable extension of the time has been allowed, and due notice given thereof for the renewal of the lease; with the understanding, however, that the remains removed from said niches or vaults shall always be reinterred within the inclosure of the same cemetery, and that the remains of foreigners shall in each case be reinterred separately and permanently marked.

Permits issued in accordance with the foregoing paragraph shall be gratuitous. [86—215.]

845. (SEC. 288.) **Fees payable to the Bureau of Health.**—For the

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purpose of carrying out the provisions of this chapter, the following fees, payable to the Bureau of Health, are charged:

(*a*)	For each burial permit issued	₱0.50
(*b*)	For each disinterment permit issued	1.00
(*c*)	For each niche in Paco Cemetery, adult, five years	33.00
	For each extension of one year or fraction, adult	6.60
(*d*)	For each niche in Paco Cemetery, child, five years	16.00
	For each extension of one year or fraction, child	3.20
(*e*)	For each transcript of record of five years or less	1.00
(*f*)	For each transcript of record of more than five years	2.00

(*g*) For each permit to transport a body into or out of the city of Manila, one peso: *Provided, however,* That no fee shall be charged for said permit in case deceased was at the time of death in the employ of the United States or Philippine Government, or was paid from the appropriation for the support of the United States Army: *And provided further,* That nothing in this chapter shall be construed as interfering with the right of the Bureau of Health from issuing, gratis, burial permits for burial or other disposition of the remains of paupers; or from issuing, gratis, transcripts of such records as may be required by the courts or by officers of the Government for official purposes or to persons unable to pay for the same. [86–225.]

[For cemetery fees, etc., of the Cementerio del Norte see sec. 309 hereof.]

846. (SEC. 289.) **Transportation of bodies by military authorities.**—Nothing in this chapter shall operate to interfere with the military authorities of the United States in transporting the bodies or remains of officers, soldiers, sailors, or civilian employees in the Army or Navy or other public service of the United States, or of their families, under Acts of Congress: *Provided,* That the death was not due to a dangerous communicable disease, in which case two years shall have elapsed before disinterment, unless the bodies were cremated before burial; or to interfere with the transit of bodies of deceased officers, soldiers, sailors, or civilian employees of the Army and Navy or other public service of the United States, or of their families, in charge of military authorities, from place of death to the authorized burial place or embalming places, to any morgue or other place for receiving the dead. [86—216.]

CHAPTER 64.

OFFENSES AGAINST PUBLIC MORALS.

Sec. 617. Indecent acts.

847. (SEC. 617.) **Indecent acts.**—No person shall be or appear in or upon any street, avenue, alley, park, public place, or place open to public view, or aboard any vessel, launch, lighter, casco, barge, or other form of water craft, in any indecent or lewd dress, or shall make any indecent exposure of his or her person, or be guilty of an unseemly, obscene, or filthy act, or any lewd, indecent, immoral, or insulting conduct, language, or behavior; or shall exhibit, circulate, distribute, sell, offer or expose for sale, or give or deliver to another, or cause the same to be done, any lewd, indecent, or obscene book, picture, pamphlet, card, print, paper, writing, mold, cast, figure, or

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any other thing; or shall exhibit or perform, or cause or allow to be exhibited or performed, in or upon any house, building, lot, or premises owned or occupied by him, or under his management or control, any lewd, indecent, or immoral play or other representation.

CHAPTER 68.

848. ENTRY AND INSPECTION OF BUILDINGS AND PREMISES.

Sec.		Sec.	
663.	Authority of medical inspectors between certain hours.	666.	Interference and false representation.
664.	Medical inspectors' powers; special orders.	667.	Sanitary maintenance.
665.	Emergency cases no special order; proviso, publication.	668.	Sanitary orders.
		669.	Insanitary conditions; violations.

849. (SEC. 663.) **Authority of medical inspectors between certain hours.**—Any medical inspector or agent of the Bureau of Health, or any police officer in uniform acting as a sanitary inspector, shall have the authority, after properly announcing the purpose of his visit, to enter any building or premises, or part thereof, in the city of Manila between the hours of eight and twelve o'clock antemeridian and two and six o'clock postmeridian to see whether nuisances exist in the premises and to inspect the sanitary condition thereof. [86—1.]

850. (SEC. 664.) **Medical inspectors' powers; special orders.**—The Director of Health, as well as his medical inspectors when provided with a special order of the Bureau of Health for that purpose are empowered, after properly announcing the purpose of the visit, to enter and inspect any building or premises in the city of Manila at any hour of the day or night for the purpose mentioned in the last preceding section; and also to ascertain if there exists overcrowding; to isolate, remove, or care for persons or animals suffering from epidemic diseases, and, should it prove necessary, to disinfect the rooms, places, premises, effects, and articles which might have been infected by the presence of the said persons or animals. [86—2.]

851. (SEC. 665.) **Emergency cases no special order; proviso, publication.**—In cases of emergency—that is, in case of an invasion or declaration of an epidemic or other immediate danger to the public health—the Bureau of Health shall have ample power to authorize its medical inspectors to enter and inspect premises, places, and buildings at any hour of the day or night without the special order required in the last preceding section where it may be reasonably suspected there exists epidemic sources, for measures of disinfection and even of destruction, should it be deemed proper, of the articles used by the patients or of things which might have been infected and might serve as a vehicle of contagion: *Provided*, That the provisions of this section only become effective when the Director of Health publishes in the local newspapers that an emergency exists. [86—3.]

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852. (SEC. 666.) **Interference and false representation.**—Any person who shall resist or in any way interfere with any officer, employee, or agent of the Bureau of Health in the performance of his duty, or who shall impersonate or falsely represent any officer, employee, or agent of the Bureau of Health, or wear without authority any uniform, badge, or insignia adopted by the Director of Health, or who shall deface, change or alter, falsify, remove, or destroy any sanitary card, notice, or marking placed in or on any building, premises, or place, or part thereof, or delivered to any person thereat by the Director of Health or his duly authorized agent, or any person in charge of any building, premises, or place, or part thereof, who shall knowingly permit or allow the same to be done, shall upon conviction be guilty of a violation of this title without prejudice to liability of prosecution under the criminal law. [86—4.]

853. (SEC. 667.) **Sanitary maintenance.**—It shall be the duty of the owner, agent, or other person having authority over any domestic or public building, restaurant, tenement house, prison, theater, factory, workshop, jail, convent, hospital, church, school, market, bakery, confectionery, dairy, manufactory of aërated water, bottled or other drink, or of ice, food-preserving establishment, or other place where food or drink is sold, prepared, or offered for sale, to keep the same in a reasonably cleanly and sanitary condition at all times. This section shall also apply to carriages, cars, wagons, and all other vehicles. [86—5.]

854. (SEC. 668.) **Sanitary orders.**—It shall be the duty of the owner, agent, or other person in charge of any premises, buildings, or places declared to be in an insanitary condition by the Director of Health, or his authorized representatives, to comply with any order duly issued according to the provisions of this title for repairs, improvements, alterations, or construction necessary to place the same in a sanitary condition within such time as may be specified in said order: *Provided*, That in no case should the time limit exceed thirty days, except by written permission of the Director of Health. All such orders shall be specific and definite. [86—6.]

855. (SEC. 669.) **Insanitary conditions; violations.**—Any owner or agent of a building or premises when notified by the Director of Health that any cellar, room, tenement, or building occupied as a dwelling place has become, by reason of the number of occupants, want of cleanliness, or other cause, unfit for such purpose and a cause of nuisance or sickness to the occupants or the public, shall cause the premises to be put in a proper condition; and the Director of Health may require the occupants to quit the premises within such time as he may deem reasonable. If the persons so notified, or any of them, neglect or refuse to comply with the terms of the notice they shall, upon conviction, be guilty of a violation of this title. If the premises are closed the same shall not again be occupied as a dwelling place without the consent in writing of the Director of Health.

It shall be a violation of this title, punishable as hereinafter in chapter eighty-six hereof provided, to let or sublet, or suffer or permit to be used as a habitation for occupancy by man or animal, any place, premises, building, or part thereof, which the Director of Health shall declare to be unfit by reason of inadequate ventila-

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tion, drainage, or other insanitary cause, until such place, premises, building, or part thereof, shall be placed in a sanitary condition satisfactory to the Director of Health. [86—7.]

CHAPTER 69.

856. GROUND SURFACES.

Sec.
670. Concreting.
671. Disturbance, repairs.

857. (SEC. 670.) **Concreting.**—The ground surface of every building used for human habitation; of every basement, area, cook house, latrine, or open surface connected therewith, such as courtyards, alleyways, or spaces on which slops may be thrown, or from which foul waters flow; and the ground of every stable, cow shed, or other building in which animals are kept shall be properly covered over with a layer of good cement concrete not less than ten centimeters thick, finished off smooth, with not less than one-half centimeter of cement mortar, or with hard glazed bricks or granite paving or glazed tiles, jointed in cement mortar or with such other material as may be approved by the Director of Health, except that the cementing of ground areas of wooden buildings or of buildings of light materials which are without continuous underpinning and whose floors shall have the required height above the ground, shall not be obligatory. [86—9.]

858. (SEC. 671.) **Disturbance, repairs.**—Where the ground surface of any domestic building or of any cook house, latrine, or open surface connected therewith, such as back yards, courtyards, or spaces on which slops may be thrown or from which foul waters flow or of any stable, cow shed, or other building in which animals are kept, is or has been subsequently broken, excavated, or otherwise disturbed, the landlord or owner shall repair the same to the satisfaction of the Director of Health within such time as he may prescribe. [86—10.]

CHAPTER 70.

859. LATRINES AND OTHER RECEPTACLES FOR OFFENSIVE SUBSTANCES.

Sec.
672. Collection and disposal of noxious substances.
673. Condemnation of closets.
674. Approval of design.
675. Construction of receptacles.
676. Precautions in removal of putrid materials.
677. Maintenance of boats, vehicles, and implements.
678. Foreign substances.
679. Duty of occupants and owners.
680. Construction of inclosures.
681. Privy accommodations.

PUBLIC LATRINES.

682. Location.
683. Repair and condition.
684. Walls and fittings.
685. Lighting.
686. Misusing and defacing.

860. (SEC. 672.) **Collection and disposal of noxious substances.**—The collection and disposal of human excreta and of all other noxious and offensive substances in the city of Manila shall be under the direction of the department of sanitation and transportation.

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The collection of human excreta by means of pails shall take place daily and not before eight o'clock postmeridian. [86—70.]

861. (SEC. 673.) **Condemnation of closets.**—Whenever the Director of Health shall declare that any water or earth closet, privy, vault, cesspool, or latrine is offensive or dangerous to health he may order the owner or agent of said premises to place the same in a satisfactory condition, within a reasonable period, in his discretion; and if deemed advisable, he may order such vault, cesspool, or latrine to be closed and the pail-conservancy system installed until the necessary repairs are completed. [86—71.]

862. (SEC. 674.) **Approval of design.**—Every water or dry-earth closet, vault, cesspool, or similar receptacle intended for the reception of human fecal matter or urine must be in accordance with a design approved by the Director of Health: *Provided*, That no vault, cesspool, pit, or filter bed shall be allowed nearer than eight meters to a cistern or well unless permission is granted by the Director of Health. [86—72.]

863. (SEC. 675.) **Construction of receptacles.**—No cesspool, vault, privy, or any other receptacle intended for the reception of human fecal matter and urine shall be constructed in such a way that the contents of said cesspool, vault, privy, or receptacle shall reach any waterway, estero, gutter, sewer, yard, street, alley, or passageway in the city of Manila except by means of an overflow, said overflow to be so installed that no solid matter shall pass from said receptacle. The Director of Health may cause the removal of any cesspool, vault, privy, or receptacle already constructed not in conformity with the provisions of this section whenever he shall decide that the same is a nuisance and a menace to the public health; and when the use of any privy, vault, or cesspool is discontinued such vault or cesspool must be cleaned to the bottom, disinfected, and filled up with clean earth or other suitable material under the supervision of a representative of the Bureau of Health. Existing installations shall not be removed without hearing the interested parties. [86—73.]

864. (SEC. 676.) **Precautions in removal of putrid materials.**—It shall be the duty of every person engaged in the removal of putrid or offensive materials, night soil, the contents of any closets, vaults, privies, cesspools, and latrines, or other noxious substances to adopt such precautions as will prevent the filth from falling upon the ground, floor, street, or other place. [86—74.]

865. (SEC. 677.) **Maintenance of boats, vehicles, and implements.**—No casco, banca, barge, or other craft, nor any cart or other vehicle, nor the tools or implements used in the removal of putrid or offensive materials, night soil, or other noxious substances from cesspools or latrines, shall be allowed to be in a condition needlessly filthy or offensive, and when not in use, all such cascoes, bancas, barges, or other craft, carts, or other vehicles, and all implements used in connection therewith, shall be properly cleaned, then stored and kept in places approved by the Director of Health. [86—77.]

866. (SEC. 678.) **Foreign substances.**—No person shall deposit in any cesspool, vault, latrine, or privy in the city of Manila any foreign substance: *Provided*, That nothing in this section shall be construed to prevent the use of disinfectants or deodorants therein. [86—78.]

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867. (SEC. 679.) **Duty of occupants and owners.**—It shall be the duty of every occupant of any premises on which a vault, cesspool, latrine, or privy is located, or, if such premises be unoccupied, of the owner or agent thereof, to keep the same and the contents thereof in an inoffensive condition at all times. [86—79.]

868. (SEC. 680.) **Construction of inclosures.**—Every room, closet, or shed erected for use as a water or dry-earth closet, or for the installation of a pail of the pail-conservancy system, shall be so constructed as to prevent undue exposure of the occupants thereof, and shall have a floor area of not less than one and one-half square meters, which shall be formed of cement concrete, surfaced with cement, asphalt, glazed tile properly jointed, or other approved material, and if on the ground floor its finished surface shall be at least fifteen centimeters above the level of the ground outside. Such room, closet, or shed shall be provided with a suitable door and with an opening for ventilation into the external air, of not less than sixty centimeters square in aggregate area immediately under the roof. No water-closet, privy, or latrine shall be built opening into any kitchen, or dining room, or opening into a sleeping room or into any room used as such unless provided with a tight door. Every water or dry-earth closet, vault, or cesspool, or room used for the installation of pails, shall, when practicable, be so constructed and maintained as to permit of the removal of its contents from the premises without the necessity of carrying same through a dwelling house or building where persons are employed in any trade or business. [86—80.]

869. (SEC. 681.) **Privy accommodations.**—Every building constructed in the city of Manila, whether public or private, intended for use as dwelling quarters, or where persons are to be employed or occupied in any trade or business, or which is to be used as a place of recreation or amusement or as a place of assembly, shall be provided with sufficient and suitable privy accommodations for the number of people dwelling therein, or who may be employed, occupied, or assembled therein: *Provided*, That all houses of strong materials and houses of light materials costing one thousand pesos or more shall have suitable and adequate privy accommodations on their premises, and houses costing less than one thousand pesos shall be provided with public or private privy accommodations satisfactory to the Director of Health. In all public buildings, theaters, factories, and other houses used as places of assembly where persons of both sexes are employed, occupied, or assembled, sufficient, suitable, and separate privy accommodations shall be provided for each sex. It shall be unlawful for any owner or agent to put any person or persons in possession of any building or any part thereof or permit people to be employed or occupied therein or to assemble therein, unless the same is suitably and sufficiently provided with privy accommodations. [86—81.]

PUBLIC LATRINES.

870. (SEC. 682.) **Location.**—The city engineer, so far as practicable, shall cause public latrines to be established at such suitable places in the city of Manila as may be recommended by the Director of Health. [86—82.]

871. (SEC. 683.) **Repair and condition.**—Every public latrine,

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together with its fittings, shall be kept at all times in a thorough state of repair and in a sanitary condition. [86—83.]

872. (SEC. 684.) **Walls and fittings.**—The whole of the interior walls or fittings of every public latrine shall be lime-washed, painted, or otherwise protected as often as may be deemed necessary by the Director of Health. [86—84.]

873. (SEC. 685.) **Lighting.**—Every latrine open to the public before sunrise or after sunset shall be at all times adequately lighted. [86—85.]

874. (SEC. 686.) **Misusing and defacing.**—No person shall mar, misuse, defile, or deface a public latrine or urinal or attach thereto any handbill, advertisement, or drawing. [86—86.]

CHAPTER 71.

875. GARBAGE AND RUBBISH.

Sec.		Sec.	
687.	"Garbage" defined.	692.	Collection of contents of receptacles.
688.	"Rubbish" defined.	693.	Interference with garbage or garbage collector.
689.	Occupants of buildings to keep receptacles.	694.	Regulating wagons for hauling refuse.
690.	Receptacles, requirements as to.	695.	Disposal.
691.	Time to place receptacles on sidewalks; large quantities of rubbish.		

876. (SEC. 687.) **"Garbage" defined.**—The word "garbage" whenever used in this title shall be held to mean the refuse of such animal or vegetable matter or food supplies as were intended for human food but have been rejected for such use, and also dead animals weighing approximately less than thirty pounds, and the refuse of slaughterhouses. [86—60.]

877. (SEC. 688.) **"Rubbish" defined.**—The word "rubbish" whenever used in this title, shall be held to include—

(*a*) All waste or used paper, pasteboard, woven materials, matting, wood, straw, husks, metal cans, or other metallic vessels and broken glass or porcelain;

(*b*) Loose or decayed materials and dirt-like substances which may accumulate from repairing operations or from storing or cleaning of property and goods;

(*c*) The dung of cattle, horses, mules, and other animals; also stable litter, refuse, and sweepings. [86—61.]

878. (SEC. 689.) **Occupants of buildings to keep receptacles.**—It shall be the duty of the occupant or occupants of every building, premises, or place of business within the city of Manila to provide, and at all times thereafter keep in such building or place of business or upon the premises suitable and sufficient receptacles to contain, without leakage, all the garbage and rubbish that may accumulate for each period of twenty-four hours from said building, premises, or place of business, or the portion thereof of which such person may be an occupant. [86—62.]

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879. (SEC. 690.) **Receptacles, requirements as to.**—A separate receptacle shall be provided and kept for all garbage, and another for rubbish, and it shall be unlawful for any person or persons to place or to keep garbage in the same receptacle with rubbish, or to place or to keep any of these articles or substances in any place or vessel other than the receptacles provided therefor. All receptacles for garbage shall be made of metal, water-tight and at least thirty-five centimeters in depth by twenty-five centimeters in diameter, of such construction as to permit handling, and if the capacity is more than five gallons they shall be provided with handles. No garbage receptacles shall be filled to more than ten centimeters from the top of the receptacle. [86—64.]

880. (SEC. 691.) **Time to place receptacles on sidewalk; large quantities of rubbish.**—It shall be the duty of the occupant of every building, premises, or place of business to have the receptacles for garbage or rubbish placed on the outer edge of the sidewalk each day, or at the outer edge of the street if there be no sidewalk, at such time, not earlier than eight o'clock postmeridian, as may be directed by the chief of the department of sanitation and transportation: *Provided, however*, That whenever there are large or unusual quantities of rubbish or trade refuse to be removed from any building, premises, or place of business the occupant thereof shall notify the chief of the department of sanitation and transportation at least twenty-four hours before removal is necessary, in order that proper transportation may be furnished for same: *And provided further*, That whenever there are large or unusual quantities or to exceed six cart loads of rubbish, condemned goods, building or trade refuse to be removed from any building, premises, or place of business the occupant thereof shall provide the necessary transportation and remove the same under the direction of the chief of the department of sanitation and transportation. [86—65.]

881. (SEC. 692.) **Collection of contents of receptacles.**—It shall be the duty of the department of sanitation and transportation to collect the contents of such receptacles, in suitable carts, daily. [86—66.]

882. (SEC. 693.) **Interference with garbage or garbage collector.**—No person other than the owner or an authorized collector shall interfere with or disturb any garbage after it shall have been put in a garbage receptacle and placed in an accessible place for collection; nor shall any unauthorized person molest, hinder, delay, or in any other manner interfere with any garbage collector in the discharge of his duty. [86—67.]

883. (SEC. 694.) **Regulating wagons for hauling refuse.**—The boxes or bodies of wagons for hauling manure or dry wastes and refuse must be sufficiently tight to prevent any leakage or escape of their contents. [86—68.]

884. (SEC. 695.) **Disposal.**—As soon as the wagon is loaded it must be driven at once to the specified place of disposal and on no account be allowed to stand in the vicinity of any human habitation, schoolhouse, or place of assembly. All such materials must be disposed of within twelve hours after collection. [86—69.]

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CHAPTER 72.

885. OVERCROWDING AND AIR SPACE.

Sec.
696. Air space for occupants.
Sec.
697. Overcrowded condition, notices and abatement.

886. (SEC. 696.) **Air space for occupants.**—Any adult occupying any room shall have at least fourteen cubic meters of air space, unless it be shown to the satisfaction of the Director of Health that other adequate means of ventilation exist: *Provided*, That two children under ten years of age shall be counted as one adult. [86—11.]

887. (SEC. 697.) **Overcrowded condition, notices and abatement.**—Whenever the Director of Health shall declare any dwelling or other building, or part thereof, or any closed stable, corral, pen, pound, or other place or premises to be in an overcrowded condition, he shall serve a notice on the tenant, superintendent, owner, or agent thereof, and shall post a notice in a conspicuous place on or in such dwelling, building, or part thereof, stable, corral, pen, pound, or other place or premises, declaring that a condition of overcrowding exists; which notice shall also state the maximum number of persons or animals that may be permitted to occupy the dwelling, building, or other place declared to be overcrowded. The overcrowded condition shall be abated within ten days after the receipt of the notice by the owner. [86—12.]

CHAPTER 73.

888. HOTELS, LODGING AND TENEMENT HOUSES.

Sec.
698. "Hotel" and "lodging house" defined.
699. "Tenement house" defined.
700. Licenses.
701. Construction and repair.
702. Bathrooms and water-closets.
703. Size of rooms.
Sec.
704. Evidence of overcrowding.
705. Counting of occupants.
706. Kitchen not to be used as sleeping room.
707. Legal procedure.
708. Sanitary maintenance.
709. Entry and inspection.

889. (SEC. 698.) **"Hotel" and "lodging house" defined.**—Any hotel or any lodging house within the meaning of this title shall be held to include any house or building or portion thereof in which more than eight persons may be regularly harbored or received as transients, for hire. [86—87.]

890. (SEC. 699.) **"Tenement house" defined.**—A tenement house within the meaning of this title shall be held to include every house, building, or a portion thereof which is rented, leased, let, or hired out to be occupied as the house, home, or residence of five or more families living independently of one another and doing their cooking upon the premises, or by more than three families on a floor so living and cooking but having a common right in the halls, stairways, water-closets, or privies or some of them. [86—88.]

891. (SEC. 700.) **Licenses.**—It shall be unlawful for any person to conduct a tenement, lodging house, or hotel in the city of Manila,

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without first obtaining a license approved by the Director of Health, which shall specify the number of persons permitted to lodge or dwell in said tenement, lodging house, or hotel, and shall always be displayed in a conspicuous position on said premises; and no person shall have, lease, rent, or keep such tenement, lodging house, or hotel except in accordance with the terms and conditions of said license. [86—89.]

892. (SEC. 701.) **Construction and repair.**—No owner, agent, or lessee of any tenement or lodging house, or part thereof, to be constructed or repaired to an extent exceeding twenty-five per centum of its value, in the city of Manila, shall let, lease, rent, or hire the same, or any portion thereof, to be occupied by any person or allow the same to be occupied as a place for anyone to dwell or lodge, unless such alterations, repair, or construction shall have been duly inspected and approved by the Director of Health. [86—90.]

893. (SEC. 702.) **Bathrooms and water-closets.**—Every tenement, lodging house, or hotel shall have at least one bathroom and one water-closet or approved latrine for every fifteen persons that occupy such premises. [86—91.]

894. (SEC. 703.) **Size of rooms.**—All buildings erected or altered for use as hotels, lodging houses, or tenements shall have their rooms of such size that an air space of fourteen cubic meters shall be provided for each occupant. [78—155.]

895. (SEC. 704.) **Evidence of overcrowding.**—When any domestic building or any part thereof is ascertained to be in an overcrowded condition between the hours of eleven o'clock at night and five o'clock on the following morning, such overcrowding shall be deemed to be *prima facie* evidence that such building or part thereof was let or sublet in contravention of this title. [86—92.]

896. (SEC. 705.) **Counting of occupants.**—The householder or tenant, together with his family, if any, if residents in any such tenement, lodging house, or hotel, shall be counted in ascertaining whether such building or part thereof is in an overcrowded condition. [86—93.]

897. (SEC. 706.) **Kitchen not to be used as sleeping room.**—Any room of a tenement, lodging house, or hotel used as a common kitchen shall not be used as a sleeping room, and the householder or tenant thereof shall be responsible that such common kitchen is not so used. [86—94.]

898. (SEC. 707.) **Legal procedure.**—If any tenement, lodging house, or hotel, or portion thereof, shall be found to be in an overcrowded condition the chief of police shall, upon request of the Director of Health, require the tenant of the same, and also, if necessary, the householder, to abate such overcrowding within a period of one week; such notice shall specify the cubic capacity available for habitation in such tenement, lodging house, or hotel, and the number of persons who may be legally accommodated therein. If the said notice be not obeyed, the chief of police shall notify the prosecuting attorney for the city of Manila, who shall summon before the court the offending person. [86—95.]

899. (SEC. 708.) **Sanitary maintenance.**—The keeper of a tene-

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ment, lodging house, or hotel shall at all times keep his premises in a clean and wholesome condition, and the fittings of the sleeping rooms shall be maintained by him in a thorough state of repair. He shall cause every used room, passage, and stair to be thoroughly swept at least once a day, and to be thoroughly ventilated, and cause all filth and house refuse or other offensive matter to be removed from his premises daily. [86—96.]

900. (SEC. 709.) **Entry and inspection.**—The Director of Health or his duly authorized representative shall have authority, upon properly announcing the purpose of his visit, to enter, at any time, any tenement, lodging house, or hotel for the purpose of ascertaining whether the provisions of this chapter are being complied with. [86—97.]

CHAPTER 74.

901. BAKERIES, DAIRIES, AND PUBLIC LAUNDRIES.

Sec.
710. Registration.
711. Light, ventilation, and drainage.
712. Water supply.
713. Wash rooms and closets.
714. Sanitary maintenance.
715. Health of employees.
716. Occupancy of premises.
717. Inspection.
718. Storage of products.
719. Use of mouth in sprinkling bread.
720. Handling.
721. Sleeping rooms in bakeries and dairies.
722. Milk venders to register.
723. Receptacles for milk.
724. Examination; condemnation of milch animals.
725. Laundering, where prohibited.
726. Dampening clothes.

902. (SEC. 710.) **Registration.**—All premises used as bakeries, dairies, or public laundries shall be registered at the office of the Bureau of Health. [86—98.]

903. (SEC. 711.) **Light, ventilation, and drainage.**—Every bakery, dairy, or public laundry shall be adequately lighted and ventilated to the satisfaction of the Director of Health, and the ground surfaces shall be paved with good cement concrete laid down at least ten centimeters thick, and the surface thereof shall be rendered smooth and impervious with asphalt, Portland cement, or such other material as the city engineer may approve, and shall be provided with adequate drains with inlets outside of the building. [86—99.]

904. (SEC. 712.) **Water supply.**—Every bakery, dairy, or public laundry shall have an ample supply of good potable water, and, unless otherwise authorized by the Director of Health, this water shall be conducted to the bakery, dairy, or public laundry from the city water mains. [86—100.]

905. (SEC. 713.) **Wash rooms and closets.**—Every bakery, dairy, or public laundry shall be provided with a proper wash room and water closet or closets apart from the room or rooms where the business or the manufacture of products is conducted. All water-

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closets, dry-earth closets, or urinals shall be placed as far as practicable from any bakery, dairy, or public laundry. [86—101.]

906. (SEC. 714.) **Sanitary maintenance.**—Every bakery, dairy, or public laundry, and troughs, tables, receptacles, and other utensils kept therein shall be maintained at all times in a cleanly condition, and free from all noxious matter. The surface of the interior walls and ceilings of the rooms of every bakery, dairy, or public laundry shall be properly lime-washed or otherwise covered during the months of January and July of each year, and the woodwork frequently and thoroughly scrubbed. No domestic or pet animal or fowl shall be kept in a bakery, dairy, or public laundry. [86—102.]

907. (SEC. 715.) **Health of employees.**—No person shall work in any bakery, dairy, or public laundry who is affected with any contagious, infectious, or communicable disease, especially tuberculosis, syphilis, or leprosy, or who has recently been in contact with a person so afflicted, nor shall such person take any part or assist in the conduct of such trades as far as regards the production, distribution, or storage of products. [86—103.]

908. (SEC. 716.) **Occupancy of premises.**—No person other than one care taker shall occupy, between the hours of eleven o'clock at night and five o'clock in the following morning, any room or premises used as a bakery, dairy, or public laundry, except such person be at the time actively engaged in carrying on the work conducted on the premises. [86—104.]

909. (SEC. 717.) **Inspection.**—Every bakery, dairy, or public laundry shall be open for inspection to any member or officer of the Bureau of Health at any time. [86—105.]

910. (SEC. 718.) **Storage of products.**—All bread, pastry, or other manufactured flour or meal food products shall be kept in dry and airy rooms, so arranged that the floor, shelves, and all other places for storing the same can be easily and perfectly cleansed, and shall be protected against all kinds of insects and vermin. [86—106.]

911. (SEC. 719.) **Use of mouth in sprinkling bread.**—It is prohibited to make use of the mouth in sprinkling bread before or after baking. [86—106.]

912. (SEC. 720.) **Handling.**—The products mentioned in section seven hundred and eighteen hereof shall not be handled except with suitable bakers' utensils. [86—107.]

913. (SEC. 721.) **Sleeping rooms in bakeries and dairies.**—No person shall use as sleeping quarters any bakery or dairy, or any room or rooms where their products are sold, manufactured, handled, or stored. [86—108.]

914. (SEC. 722.) **Milk venders to register.**—Every person selling milk or regularly delivering milk to houses within the city of Manila, and every store where this class of food is sold, not belonging to any dairy which is registered at the Bureau of Health as required by section eight hundred and seven hereof, shall be registered at the Bureau of Health. [86—109.]

915. (SEC. 723.) **Receptacles for milk.**—Every vessel or receptacle

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used as a container for milk shall be made of smooth and impervious material which is capable of being thoroughly sterilized by heat or other approved means, and such container shall be provided with a suitable cover for protection against dust or other impurities and shall be sterilized each time before use. [86—110.]

916. (SEC. 724.) **Examination; condemnation of milch animals.**—All milk sold or offered for sale shall be at all times subject to examination and analysis by the Bureau of Health, and all milch animals shall be at all times subject to inspection by the Director of Health, who shall have the power to condemn and destroy the same if they are a menace to the public health. [86—111.]

917. (SEC. 725.) **Laundering, where prohibited.**—The washing of garments, articles of clothing, and fabrics in the waters of any estero or pond within the limits of the city of Manila is prohibited; this section shall be enforced only in those districts in which there shall have been established public laundries and bath houses. [86—112.]

918. (SEC. 726.) **Dampening clothes.**—It is expressly prohibited to use the mouth to dampen clothes before ironing. [86—112.]

CHAPTER 75.

919. **BARBERING.**

Sec.	Sec.
727. Personal neatness.	729. Puffballs, alum, etc.
728. Cleanliness of implements and toilet accessories.	730. Hot water.

920. (SEC. 727.) **Personal neatness.**—Every barber when engaged in any operation of his trade shall wear a clean white shirt or coat, and shall keep his finger nails short and well trimmed, and he shall thoroughly wash and cleanse his hands before operating on any person. [86—114.]

921. (SEC. 728.) **Cleanliness of implements and toilet accessories.**—Every barber shall thoroughly clean and disinfect every razor, comb, or pair of scissors or clippers, or other tool, and thoroughly wash in hot water or in an approved disinfecting solution, and cleanse every shaving cup or brush immediately before using the same for operation on any person; shall furnish a clean towel for each customer, and shall apply powder to any person only by means of a fresh and clean towel. [86—115.]

922. (SEC. 729.) **Puffballs, alum, etc.**—No barber shall use a puffball for applying powder to any person, or for any other purpose, nor shall any barber apply any piece of alum, camphor, or other substance used for arresting bleeding to any person which has been previously applied for a like purpose to any other person. [86—116.]

923. (SEC. 730.) **Hot water.**—Every barber shop shall have ample provisions for boiling water and keeping the same hot. [86—117.]

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CHAPTER 76.

924. THE MANUFACTURE AND SALE OF FOOD AND DRINK.

Sec.
731. Perishable foods, protection and license for.
732. Water used in manufacture of aërated waters.
733. Inspection; samples for examination.
734. Animals unlawful to kill.
735. Sale of animals dying of disease, unsafe fruit, etc.
736. Meat to be protected.
737. Adulteration.
738. Chief of department of sanitation and transportation to remove condemned foods, etc.
739. Irrigation of garden truck.
740. Sale, etc., of foul substances.
741. Unwholesome food.
742. Marking of meat.
743. False marks.
744. Seizure and destruction.
745. Sanitary maintenance.
746. Milk; "adulterated milk" defined.
747. Tuberculin test.
748. Prepared milk.
749. Certificates.
750. Labels.
751. Nursing bottles.

925. (SEC. 731.) **Perishable foods, protection and license for.**—It shall be the duty of all persons in the city of Manila who keep for sale meats, perishable fruits, cooked foods, cakes, candies, bakery products, or other easily contaminated articles of food, to keep such products protected by apparatus covered with wire screening approved by the Director of Health; and it shall be unlawful to sell or offer for sale, except in public markets, any meat or fish, or any manufactured or cooked food or drink, without first obtaining a license therefor from the Bureau of Health. [86—118.]

926. (SEC. 732.) **Water used in manufacture of aërated waters.**—In the manufacture of aërated waters all water used shall be rain or aqueduct water, either distilled or boiled, or water from a source approved by the Director of Health. [86—119.]

927. (SEC. 733.) **Inspection; samples for examination.**—All articles of food and drink sold or offered for sale, and all places for their preparation, manufacture, or sale, shall be at all times subject to inspection by the Director of Health or his duly authorized representatives. Samples of food or drink shall be furnished for examination upon the written request of the Director of Health. [86—120.]

928. (SEC. 734.) **Animals unlawful to kill.**—It shall be unlawful to kill for food any pig or calf less than five weeks old, or any lamb or kid less than eight weeks old, or to sell or offer for sale the meat from any cattle, sheep, goat, swine, or horse, except that from animals killed in the public slaughterhouse under regulations prescribed by the Director of Health. [86—121.]

See also sec. 917 hereof.

929. (SEC. 735.) **Sale of animals dying of disease, unsafe fruit, etc.**—It shall be unlawful to sell or offer for sale the meat of any animals which have died of disease, or any meat, fish, sea food, fruit, or vegetables not wholesome or safe for human food. [86—122.]

930. (SEC. 736.) **Meat to be protected.**—It shall be unlawful to

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haul or carry through the streets any meat intended for sale unless it be so covered as to protect it from dust, dirt, flies and insects, or other vermin. [86—123.]

931. (SEC. 737.) **Adulteration.**—It shall be unlawful to manufacture for sale, sell, or offer for sale any article of food or drink which is adulterated; but nothing in this section and chapter shall be held to prohibit the manufacture, sale, or offering for sale any article in general use as food or drink which is really a mixture or compound, provided said mixture or compound shall contain nothing injurious to health. Any article shall be deemed to be adulterated within the meaning of this section (*a*) if any substance has been mixed with it so as to reduce, lower, or injuriously affect its quality or strength; (*b*) if any cheaper or inferior substance has been substituted, wholly or in part, for the article; (*c*) if any valuable constituent of the article has been wholly or in part abstracted; (*d*) if it be an imitation or sold under the name of another article; (*e*) if it consist wholly or in part of diseased, decomposed, putrid, or rotten animal or vegetable substance; (*f*) if damage or defect is concealed by artificial means whereby the article is made to appear of a higher quality or of a greater value than is actually the case; (*g*) if it contain any ingredient which may render it unsafe or injurious to health. [86—124.]

932. (SEC. 738.) **Chief of department of sanitation and transportation to remove condemned foods, etc.**—It shall be the duty of the chief of the department of sanitation and transportation to cause to be removed all impure and adulterated food or drink which has been condemned by the Director of Health or his duly authorized representative, and he shall dispose of it in such manner as the Director of Health may approve. [86—125.]

933. (SEC. 739.) **Irrigation of garden truck.**—The irrigation of garden truck, vegetables, and fruits eaten raw, with water from sewer or vaults or with excreta, urine, or other foul substances, is prohibited. [86—126.]

934. (SEC. 740.) **Sale, etc., of foul substances.**—No person shall offer for sale, sell, or give away any human excreta or other foul substance except to persons legally authorized to receive it. [86—127.]

935. (SEC. 741.) **Unwholesome food.**—No person shall sell or expose for sale, or bring into the city or into any market or other place where food is sold, any food intended for human consumption which is in a tainted, decayed, spoiled, diseased, or unwholesome state, or is unfit for use. [86—128.]

936. (SEC. 742.) **Marking of meat.**—All meat from slaughter-houses shall be officially marked before leaving such houses, and such marks shall not be removed until the meat is sold. [86—129.]

937. (SEC. 743.) **False marks.**—No person shall falsely brand, mark, stencil, or label any article of food, or shall remove, alter, deface, mutilate, obliterate, imitate, or counterfeit any brand, mark, stencil, or label used in conformity with the last preceding section. [86—130.]

938. (SEC. 744.) **Seizure and destruction.**—Any article of food or drink sold or offered for sale which has been declared by the Director of Health or his duly authorized representative to be unfit

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for human consumption, or which does not conform to the provisions of this title, shall be subject to seizure and may be destroyed, and no compensation shall be allowed therefor. [86—131.]

939. (SEC. 745.) **Sanitary maintenance.**—All places and everything used therein or appurtenant thereto where food or drink is manufactured, stored, kept, sold, or offered for sale shall be kept and maintained in a clean and wholesome condition. In case any refrigerator or ice box is used on such premises, it shall be suitably lined so as to be water-tight, and provided with a pipe to carry off the drainage. The city engineer shall, when requested by the Director of Health, order any alteration necessary to put said places in a sanitary condition, and if the repairs ordered are not completed within the time specified the premises may be closed and the sale of the products prohibited. [86—132; 93—92.]

940. (SEC. 746.) **Milk; "adulterated milk" defined.**—It shall be unlawful to bring into the city or to sell or offer for sale any milk that is not fresh and wholesome, or that has been watered, adulterated, reduced, or changed in any respect by the addition of water or other substances, or by the removal of the cream: *Provided*, That milk from which any part of the cream has been removed may be offered for sale and sold if the fact is publicly advertised on the cart or in the place of business of the vender or made known to the purchaser at the time of sale. The term "adulterated milk" shall be held to include (*a*) milk containing less than twelve per centum of milk solids including fats; (*b*) milk containing more than eighty-eight per centum of water or fluids; (*c*) milk containing less than three per centum of fats; (*d*) milk drawn from animals within fifteen days before or five days after parturition; (*e*) milk drawn from animals fed on any substance in a state of fermentation or putrefaction or any unwholesome food like digman; (*f*) milk drawn from cows in a diseased or unhealthy condition, or from cows kept in a crowded or unsuitable place; (*g*) milk from which any part of the cream has been removed; (*h*) milk to which has been added water or any foreign substance whatever. [86—133.]

941. (SEC. 747.) **Tuberculin test.**—Any person or persons owning or having in their possession, or being in charge of milch or dairy animals, the milk of which is to be sold in the city of Manila, shall cause such animals to be subjected to the tuberculin test, to determine the presence or absence of tuberculosis prior to offering such milk for sale or use in the city of Manila. The milk from animals reacting positively to such test shall not be sold: *Provided*, That nothing in this section shall be construed to interfere with the sale or use of tinned or other hermetically sealed milk if the same has been properly sterilized or pasteurized immediately before the container is hermetically sealed: *And provided further*, That such tuberculin test shall not be recognized unless the same has been made in a manner approved by the Director of Agriculture or the Director of Health. [86—134.]

942. (SEC. 748.) **Prepared milk.**—It shall be unlawful to manufacture for sale, sell, or offer for sale any prepared or manufactured milk in which the fats are less than twenty-five per centum of the milk solids contained therein, or to which any foreign substance except sugar has been added. [86—135.]

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943. (SEC. 749.) **Certificates.**—Whenever required by the Director of Health, every person who sells any prepared or manufactured milk shall present a certificate from a reliable chemist showing the result of chemical analysis of said milk. [86—136.]

944. (SEC. 750.) **Labels.**—No person shall manufacture, sell, exchange, expose, or offer for sale or exchange any prepared or manufactured milk or cream unless the package, can, or vessel containing the same is distinctly labeled, stamped, or marked in such a manner as to show its true name, brand, and by whom and where made. [86—137.]

945. (SEC. 751.) **Nursing bottles.**—It shall be unlawful for any person to use or to engage in the sale of any bottle, mechanism, or other device for the artificial feeding or nursing of infants or children under three years of age which can not be properly cleansed or sterilized, or has connected therewith a rubber tube, hose, or similar contrivance. [86—138.]

CHAPTER 77.

946. **WATER.**

Sec.
752. Drainage and leakage into wells, esteros, etc.
753. Well water.
754. Wells, tanks, and cisterns, closing of.
755. Sinking of wells.
756. Public houses to use sterilized water.
757. Supervision by Director of Health.
758. Contamination or infection, procedure.
759. Chapter applicable to Manila water service.

947. (SEC. 752.) **Drainage and leakage into wells, esteros, etc.**—No person, persons, company, or corporation shall cause, permit, or allow any sewage, drainage, factory refuse, or any foul or offensive liquid or other material to flow, leak, escape, or be emptied, thrown, or discharged into the waters of any well, cistern, or other source of drinking water; or into any pond, river, stream, canal, estero, harbor, estuary, or bay within the city limits, except in such a manner and under such conditions as the Director of Health may approve. [86—147.]

948. (SEC. 753.) **Well water.**—It shall be unlawful to use well water for drinking purposes except from such wells or cisterns as are authorized by written permit from the Director of Health. [86—148.]

949. (SEC. 754.) **Wells, tanks, and cisterns, closing of.**—Any well, tank, or cistern shall be secured and completely closed by the owners of the property on which the same is situated, at such time and in such manner as the Director of Health may order; and no person shall take or use any water from any such well, tank, or cistern after the same has been closed. [86—149.]

950. (SEC. 755.) **Sinking of wells.**—It shall be unlawful to sink, dig, drive, or bore any well in the city of Manila without first obtaining permission therefor from the city engineer, who may grant the same upon the written approval of the Director of Health. [86—150.]

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951. (SEC. 756.) **Public houses to use sterilized water.**—All water used by hotels, restaurants, saloons, lemonade stands, ice-cream parlors, or other public places for drinking or for mixing or preparing drinks or ices, or for kitchen purposes, shall be distilled, boiled, or otherwise sterilized or purified in a manner approved by the Director of Health. [86—151.]

952. (SEC. 757.) **Supervision by Director of Health.**—All public and private water supplies and sources shall be under the sanitary supervision of the Director of Health. [86—152.]

953. (SEC. 758.) **Contamination or infection, procedure.**—When it shall come to the knowledge of the Director of Health that any public or private water source or supply is contaminated by matter dangerous to health, or is infected with germs of disease, or is in imminent danger of becoming thus contaminated or infected, or is otherwise unfit for use, the city engineer, upon being so notified by the Director of Health, shall, if possible, remove the source of contamination or infection. If it is not possible to remove the source of such contamination or infection, the use of such water may be prohibited by the Director of Health. [86—153.]

954. (SEC. 759.) **Chapter applicable to Manila water service.**—This chapter shall apply to and be effective as provided for in Act Numbered Eleven hundred and fifty of the Philippine Commission, over all territory within the drainage area of any water supply herein mentioned or within one hundred meters of any reservoir, conduit, canal, aqueduct, or pumping station used in connection with the Manila water service. [86—154.]

CHAPTER 78.

955. DANGEROUS COMMUNICABLE DISEASES.

GENERAL CONSIDERATION.

Sec.
760. Application.
761. Evidence and restrictions.
762. Notice to Bureau of Health; isolation.
763. "A case of dangerous communicable disease" defined.
764. Prophylactic inoculations.
765. Disinfection.
766. Tuberculosis, physicians to report.
767. Observance of sanitary regulations.
768. Expectoration.
769. Destruction of rats, mice, insects, and other vermin.
770. False statements.
771. Quarantine and segregation.
772. Isolation.
773. Vaccination.
774. Interference with health officers.

BUILDINGS AND PREMISES INFECTED WITH PLAGUE.

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775. Alteration, repair, etc.
776. Rat traps and rat poison.

PREVENTION AND SUPPRESSION OF CHOLERA AND OTHER DANGEROUS COMMUNICABLE DISEASES.

777. Regulation of food stuffs.
778. Transportation of sick.
779. Conveyances and water craft to be disinfected.
780. Captains and others to report.
781. Schools.
782. Duty of parents.

LEPROSY.

783. Detention of lepers.

GENERAL CONSIDERATION.

956. (SEC. 760.) **Application.**—The provisions of this chapter shall apply to every ship, vessel, steamer, boat, or other water craft within

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the jurisdiction of the city of Manila, and to every house, tent, van, shack, hovel, outhouse, barn, cabin, or other place in said city. [86—155.]

957. (SEC. 761.) **Evidence and restrictions.**—Any person shall be held to have a communicable disease who is so afflicted by such disease as to be capable of transmitting it to others. The presence of the ordinary clinical symptoms of a communicable disease shall be considered sufficient evidence that such case is or was such a disease; and the presence in such a case of the germ recognized as the cause of the disease shall be conclusive evidence that such case is or was such disease. No person suffering with a dangerous communicable disease shall be removed from one house to another, or from one place to another, without the special permission of the Director of Health. [86—156.]

958. (SEC. 762.) **Notice to Bureau of Health; isolation.**—Every physician or other person having knowledge of, or any householder, tenant, or occupant upon whose premises occurs any case of dangerous communicable disease, shall immediately notify the Bureau of Health by telephone or messenger, specifying the disease and the name and address of the person afflicted. Every physician having charge of a case of dangerous communicable disease shall within twenty-four hours give written notice to said Bureau, and shall cause the same to be isolated pending action by the Director of Health. Public hospitals, dispensaries, asylums, convents, boarding schools, infirmaries, or prisons shall provide and maintain a suitable room or rooms or place for the isolation of persons suspected of having a dangerous communicable disease. [86—157.]

959. (SEC. 763.) **"A case of dangerous communicable disease" defined.**—The term "a case of dangerous communicable disease," for the purpose of this title, shall be held to include any person sick of or affected or attacked by any of the following-named diseases: Cholera, smallpox, chickenpox, plague, diphtheria (including membranous croup), filariasis, ship or typhus, typhoid or enteric, spotted, relapsing, yellow, or scarlet fever; measles, glanders, leprosy, actinomycosis, cerebro-spinal meningitis, tuberculosis of the lungs, and anthrax, and shall further include any other disease publicly declared by the Director of Health to be communicable and dangerous to the public health. [86—158.]

960. (SEC. 764.) **Prophylactic inoculations.**—For the purpose of preventing or suppressing dangerous communicable diseases, persons may be inoculated with prophylactic substances recognized by standard medical writers, and no person shall refuse to permit or receive such inoculation or to hinder or obstruct in any way such protective measures as may be deemed advisable by the Director of Health. [86—159.]

961. (SEC. 765.) **Disinfection.**—Disinfection shall be obligatory in all cases of dangerous communicable diseases whenever the Director of Health may consider it necessary, and no person shall impede or interfere with the disinfection as provided by the Director of Health. Disinfection shall be personally supervised by an inspector of the Bureau of Health. [86—160.]

962. (SEC. 766.) **Tuberculosis, physicians to report.**—It shall be

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the duty of every physician in the city of Manila to report to the Bureau of Health, in writing, every person afflicted with tuberculosis within one week of the time when a case of said disease comes to his knowledge. [86—161.]

968. (SEC. 767.) **Observance of sanitary regulations.**—It shall be the duty of every person sick with tuberculosis, and every person in attendance upon anyone sick with this disease, and of the authorities of public and private institutions, to observe and enforce all sanitary rules and regulations of the Bureau of Health for preventing the spread of pulmonary tuberculosis and other dangerous communicable diseases. [86—162.]

964. (SEC. 768.) **Expectoration.**—In order to prevent the spread of pulmonary tuberculosis and other dangerous communicable diseases, all persons are forbidden to spit or expectorate or deposit or place any sputum, saliva, phlegm, or mucus upon the floor of any church, schoolhouse, public building, or other place of public assembly, or street car or other public conveyance, or any sidewalk of any of the streets or highways of the city of Manila. [86—163.]

965. (SEC. 769.) **Destruction of rats, mice, insects, and other vermin.**—It shall be the duty of all persons in the city of Manila to comply with the regulations which have heretofore been made, or which may hereafter be made by the Director of Health, for the purpose of destroying rats, mice, insects, or vermin capable of conveying or communicating any dangerous communicable disease or for the purpose of prescribing the means and precautions to be employed on land or vessels in port at Manila to minimize the number of such animals or to prevent the spread of infection. [86—185.]

966. (SEC. 770.) **False statements.**—No person shall make any false or untruthful or misleading statement with regard to any dangerous communicable disease. [86—164.]

967. (SEC. 771.) **Quarantine and segregation.**—For the purpose of suppressing or preventing dangerous communicable diseases, any person, premises, or building may be quarantined, and the occupants of such premises or building may be segregated and such quarantine and segregation shall be for such period as the Director of Health may prescribe. [86—165.]

968. (SEC. 772.) **Isolation.**—Any person declared by the Director of Health to have a dangerous communicable disease may be isolated in such manner and in such place as the Director of Health may order: *Provided*, That such diseased persons who have the means and who so desire shall be allowed to remain in their own homes, or to be taken to other places of their selection: *Provided, however*, That in the opinion of the Director of Health, these homes or other places selected shall afford complete isolation. [86—166.]

969. (SEC. 773.) **Vaccination.**—It shall be the duty of every person in the city of Manila to be properly vaccinated as often as may be required by the Director of Health. Every person in said city who has been exposed to the infection or contagion of smallpox (including varioloid) shall at once be vaccinated, and if such vaccination is not successful, such person shall be revaccinated a sufficient number

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the jurisdiction of the city of Manila, and to every house, tent, van, shack, hovel, outhouse, barn, cabin, or other place in said city. [86—155.]

957. (SEC. 761.) **Evidence and restrictions.**—Any person shall be held to have a communicable disease who is so afflicted by such disease as to be capable of transmitting it to others. The presence of the ordinary clinical symptoms of a communicable disease shall be considered sufficient evidence that such case is or was such a disease; and the presence in such a case of the germ recognized as the cause of the disease shall be conclusive evidence that such case is or was such disease. No person suffering with a dangerous communicable disease shall be removed from one house to another, or from one place to another, without the special permission of the Director of Health. [86—156.]

958. (SEC. 762.) **Notice to Bureau of Health; isolation.**—Every physician or other person having knowledge of, or any householder, tenant, or occupant upon whose premises occurs any case of dangerous communicable disease, shall immediately notify the Bureau of Health by telephone or messenger, specifying the disease and the name and address of the person afflicted. Every physician having charge of a case of dangerous communicable disease shall within twenty-four hours give written notice to said Bureau, and shall cause the same to be isolated pending action by the Director of Health. Public hospitals, dispensaries, asylums, convents, boarding schools, infirmaries, or prisons shall provide and maintain a suitable room or rooms or place for the isolation of persons suspected of having a dangerous communicable disease. [86—157.]

959. (SEC. 763.) **"A case of dangerous communicable disease" defined.**—The term "a case of dangerous communicable disease," for the purpose of this title, shall be held to include any person sick of or affected or attacked by any of the following-named diseases: Cholera, smallpox, chickenpox, plague, diphtheria (including membranous croup), filariasis, ship or typhus, typhoid or enteric, spotted, relapsing, yellow, or scarlet fever; measles, glanders, leprosy, actinomycosis, cerebro-spinal meningitis, tuberculosis of the lungs, and anthrax, and shall further include any other disease publicly declared by the Director of Health to be communicable and dangerous to the public health. [86—158.]

960. (SEC. 764.) **Prophylactic inoculations.**—For the purpose of preventing or suppressing dangerous communicable diseases, persons may be inoculated with prophylactic substances recognized by standard medical writers, and no person shall refuse to permit or receive such inoculation or to hinder or obstruct in any way such protective measures as may be deemed advisable by the Director of Health. [86—159.]

961. (SEC. 765.) **Disinfection.**—Disinfection shall be obligatory in all cases of dangerous communicable diseases whenever the Director of Health may consider it necessary, and no person shall impede or interfere with the disinfection as provided by the Director of Health. Disinfection shall be personally supervised by an inspector of the Bureau of Health. [86—160.]

962. (SEC. 766.) **Tuberculosis, physicians to report.**—It shall be

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the duty of every physician in the city of Manila to report to the Bureau of Health, in writing, every person afflicted with tuberculosis within one week of the time when a case of said disease comes to his knowledge. [86—161.]

963. (SEC. 767.) **Observance of sanitary regulations.**—It shall be the duty of every person sick with tuberculosis, and every person in attendance upon anyone sick with this disease, and of the authorities of public and private institutions, to observe and enforce all sanitary rules and regulations of the Bureau of Health for preventing the spread of pulmonary tuberculosis and other dangerous communicable diseases. [86—162.]

964. (SEC. 768.) **Expectoration.**—In order to prevent the spread of pulmonary tuberculosis and other dangerous communicable diseases, all persons are forbidden to spit or expectorate or deposit or place any sputum, saliva, phlegm, or mucus upon the floor of any church, schoolhouse, public building, or other place of public assembly, or street car or other public conveyance, or any sidewalk of any of the streets or highways of the city of Manila. [86—163.]

965. (SEC. 769.) **Destruction of rats, mice, insects, and other vermin.**—It shall be the duty of all persons in the city of Manila to comply with the regulations which have heretofore been made, or which may hereafter be made by the Director of Health, for the purpose of destroying rats, mice, insects, or vermin capable of conveying or communicating any dangerous communicable disease or for the purpose of prescribing the means and precautions to be employed on land or vessels in port at Manila to minimize the number of such animals or to prevent the spread of infection. [86—185.]

966. (SEC. 770.) **False statements.**—No person shall make any false or untruthful or misleading statement with regard to any dangerous communicable disease. [86—164.]

967. (SEC. 771.) **Quarantine and segregation.**—For the purpose of suppressing or preventing dangerous communicable diseases, any person, premises, or building may be quarantined, and the occupants of such premises or building may be segregated and such quarantine and segregation shall be for such period as the Director of Health may prescribe. [86—165.]

968. (SEC. 772.) **Isolation.**—Any person declared by the Director of Health to have a dangerous communicable disease may be isolated in such manner and in such place as the Director of Health may order: *Provided*, That such diseased persons who have the means and who so desire shall be allowed to remain in their own homes, or to be taken to other places of their selection: *Provided, however*, That in the opinion of the Director of Health, these homes or other places selected shall afford complete isolation. [86—166.]

969. (SEC. 773.) **Vaccination.**—It shall be the duty of every person in the city of Manila to be properly vaccinated as often as may be required by the Director of Health. Every person in said city who has been exposed to the infection or contagion of smallpox (including varioloid) shall at once be vaccinated, and if such vaccination is not successful, such person shall be revaccinated a sufficient number

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of times, at intervals of two weeks, to render it evident that successful vaccination is impracticable. [86—167.]

970. (SEC. 774.) **Interference with health officers.**—No person shall molest, hinder, or in any way prevent the Director of Health, or any of his representatives or employees, from performing any duty prescribed by the provisions of this chapter, or from carrying out any instructions issued in pursuance thereof. [86—168.]

BUILDINGS AND PREMISES INFECTED WITH PLAGUE.

971. (SEC. 775.) **Alteration, repair, etc.**—Whenever a case of plague or any source of plague infection has been found or is known to exist in any building or premises, such building or premises shall be subject to such alteration, repairs, vacating, or other action as in the judgment of the Director of Health may be necessary to prevent a recurrence of the disease or to prevent the spread of the infection. [86—169.]

972. (SEC. 776.) **Rat traps and rat poison.**—Whenever rat traps, ratsbane, or other rat poison is placed by any agent or employee of the Bureau of Health on any premises or in any building, such rat traps, ratsbane, or other rat poison shall not be disturbed or removed by any unauthorized person. [86—170.]

PREVENTION AND SUPPRESSION OF CHOLERA AND OTHER DANGEROUS COMMUNICABLE DISEASES.

973. (SEC. 777.) **Regulation of food stuffs.**—No vegetables, fruits, meats, fish, sea food, or other food stuffs shall be kept or sold or offered for sale in violation of any regulation or order of the Director of Health. Whenever any vegetables, fruits, meats, fish, sea food, or other food stuffs are declared by the Director of Health to be unsafe for human consumption, or a menace to the public health, such vegetables, fruits, meats, fish, sea food, or other food stuffs shall be removed and destroyed by the chief of the department of sanitation and transportation. Orders issued by the Bureau of Health in accordance with this section shall not be compulsory until twenty-four hours after their extensive publication. [86—171.]

974. (SEC. 778.) **Transportation of sick.**—It shall be unlawful to bring into the city of Manila, or transport from place to place within the city, any person sick or suspected to be sick with cholera, plague, smallpox, diphtheria, scarlet fever, or any other dangerous communicable disease, nor shall any person suffering from such disease enter any public conveyance or any vessel except under such regulations as the Director of Health may prescribe. [86—172.]

975. (SEC. 779.) **Conveyances and water craft to be disinfected.**—No public or private conveyance, or any vessel or other water craft, which has been used to carry any person suffering from plague, cholera, smallpox, or any other dangerous communicable disease shall be used again until it has been thoroughly disinfected and released by the Director of Health or his agent. [86—174.]

976 (SEC. 780.) **Captains and others to report.**—Whenever a suspicious or true case of plague, cholera, smallpox, or any affection resembling such diseases occurs on any ship, casco, lighter, launch, or other water craft, within the jurisdiction of the city of Manila,

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the captain, owner, or other person in charge thereof shall report the same by telephone or messenger to the nearest health station of the Bureau of Health. [86—175.]

977. (SEC. 781.) **Schools.**—No pupil affected with a dangerous communicable disease shall be permitted to attend any public or private school, and persons in charge of such schools shall report to the Director of Health, immediately, any case or suspected case which is found to be in attendance, and such pupil shall not be permitted to return to any school without written permission from the medical officer of the Bureau of Health: *Provided*, That the certificate of the attending physician shall be accepted if presented at a station of the Bureau of Health and there viséed. [86—176.]

978. (SEC. 782.) **Duty of parents.**—It shall be unlawful for parents, guardians, and all other persons having charge of children attending any public or private school to permit or allow them to attend such schools during the time in which plague, cholera, smallpox, diphtheria, scarlet fever, or other dangerous communicable disease shall prevail or exist in the residence or building where such children live or reside, until written permission has been obtained from a medical officer of the Bureau of Health. [86—177.]

LEPROSY.

979. (SEC. 783.) **Detention of lepers.**—Any patient suffering from leprosy found in the city of Manila shall be subject to the rules and regulations of the Bureau of Health with regard to lepers, and any member of the municipal police or other duly authorized official may arrest or cause to be arrested any person who is known as or reported to be a leper by a physician or other duly qualified person capable of passing judgment on leprosy, and deliver such person at the nearest station of the Bureau of Health. [86—178.]

CHAPTER 79.

980. WATERWAYS AND VESSELS THEREIN.

Sec.	Sec.
784. Obstruction of flow of water in esteros.	787. Noxious substances.
785. Sanitary maintenance of water craft.	788. Filth, garbage, etc.
786. Water-closets.	789. Water from rivers, esteros, or canals.

981. (SEC. 784.) **Obstruction of flow of water in esteros.**—No estero shall be used for the purpose of storing, keeping, or retaining, for a period greater than forty-eight hours, logs, timber, bamboo, or other objects which may obstruct the flow of water therein and thereby render the estero a menace to the public health. [86—179.]

982. (SEC. 785.) **Sanitary maintenance of water craft.**—The owners, agents, lessees, or occupants of vessels, launches, lighters, cascoes, barges, bancas, or any other form of water craft shall cause them to be maintained in a cleanly and sanitary condition at all times [86—180.]

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983. (SEC. 786.) **Water-closets.**—Owners, agents, or lessees of vessels, launches, lighters, cascoes, or barges shall cause to be constructed on such craft water-closets or other form of latrines, in accordance with plans and specifications approved by the Director of Health.

Any of the aforementioned vessels having water-closets or latrines may be required to reconstruct them in accordance with approved sanitary ideas if, in the opinion of the Director of Health or his accredited representative, such change is necessary. [86—181.]

984. (SEC. 787.) **Noxious substances.**—No casco, banca, barge, or other craft carrying any putrid or offensive material, night soil, or the contents of any water or earth closet, privy, vault, cesspool, or latrine, or having upon it any other noxious substance, shall occupy or remain in any waterway for a longer period than is necessary to load or unload such craft or to pass along such waterway, nor shall any such casco, barge, steamer, or other craft be loaded at any place not approved by the Director of Health. [86—76.]

985. (SEC. 788.) **Filth, garbage, etc.**—No filth, offal, garbage, rubbish, solid matter from manufactories, stable manure, sweepings, dead animals, or animal or decayed vegetable matter shall be discharged, thrown, placed, or allowed to fall or escape nor shall any person urinate or defecate into any river, estero, canal, or along the banks thereof. [86—182.]

986. (SEC. 789.) **Water from rivers, esteros, or canals.**—No person shall be allowed to use the water from any river, estero, or canal for cooking or drinking purposes or for washing or cleansing articles of food or cooking utensils unless the same has been boiled or otherwise made sterile. [86—184.]

CHAPTER 80.

987. THE FILLING IN OF LOWLANDS.

Sec.	Sec.
790. Water flow to be unobstructed.	792. Buildings on insanitary sites.
791. Offensive substances not to be used.	793. City engineer may abate nuisances.

988. (SEC. 790.) **Water flow to be unobstructed.**—No person shall obstruct the free flow of water so as to interfere with proper drainage. [86—221.]

989. (SEC. 791.) **Offensive substances not to be used.**—No animal or vegetables substance or any street sweepings, muck, or dirt gathered in cleaning yards, buildings, esteros, docks, or slips, or waste of mills or factories, or any materials which are offensive or tend by decay to become putrid or to render the atmosphere impure or unwholesome, shall be deposited or used to fill up or raise the surface or level of any lot, grounds, dock, wharf, or pier in or adjacent to the built-up portions of the city, or any ground filled for the purpose of building thereon, unless pursuant to a special permit from the city engineer and approved by the Director of Health. [86—222.]

990. (SEC. 792.) **Buildings on insanitary sites.**—No building or

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structure shall be used as a residence or place for human habitation or abode which is situated upon land which has been made by filling in with dangerous and insanitary refuse, garbage, or other substance which may have an unfavorable effect upon the public health, unless such site is approved by the Director of Health. [86—223.]

991. (SEC. 793.) **City engineer may abate nuisances.**—Where any premises within the limits of the city are composed of lowlands, or are so excavated or walled, diked, or dammed as to admit or cause the formation on the surface thereof of stagnant or foul waters which are a nuisance and a menace to the public health, the city engineer may call upon and require, subject to the limitations of subsection (*s*) of section three of Act Numbered Eleven hundred and fifty of the Philippine Commission, the owner of any premises whereon such pools may exist to fill up the same with good clean earth or other approved material to the level of the surrounding ground, or to drain such pools by means of surface drains into any channel with which such surface drains may lawfully communicate, or to cut or breach any retaining walls, dike, or dam so that such retained water may have free escape: *Provided*, That whenever the Director of Health shall declare that any lowland, marsh, or stagnant pool or pond in the city of Manila is in an insanitary condition and constitutes a serious menace to the public health, the city engineer shall take steps to cause the said lowlands, marshes, stagnant pools, or ponds to be cleaned, drained, or filled in and the insanitary conditions removed. [86—224.]

CHAPTER 81.

992. HUMANE CARE OF UNFORTUNATES.

Sec. 794. Involuntary personal service.
Sec. 795. Indignities, cruel treatment, and abuse.

993. (SEC. 794.) **Involuntary personal service.**—No person confined, detained, or otherwise kept in any public or private institution in the city of Manila because of sickness, deformity, imbecility, poverty, insanity, or other affliction shall be required to render involuntary personal service for any officer, superintendent, director, manager, or other person connected with such institution. [86—186.]

994. (SEC. 795.) **Indignities, cruel treatment, and abuse.**—No officer, superintendent, director, manager, or other person employed in any asylum, hospital, or other place where persons are confined, detained, or otherwise held because of sickness, deformity, imbecility, poverty, insanity, or other affliction shall subject such inmates to personal indignities, cruel treatment, discrimination on account of color, nationality, or religion, corporal punishment, or other abuse: *Provided*, That nothing in this section shall be construed so as to prevent the maintenance of proper discipline by the usual approved humane methods. [86—187.]

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CHAPTER 82.

995. MARRIAGES AND BIRTHS.

Sec.
796. Marriages, reports of.
797. Births, reports of.
Sec.
798. Vital statistics.

996. (SEC. 796.) **Marriages, reports of.**—It shall be the duty of all justices of the peace, and all other persons authorized to solemnize marriages in the city of Manila, to make monthly reports to the Bureau of Health, on forms to be furnished by the Director of Health. [86—188.]

997. (SEC. 797.) **Births, reports of.**—Every physician, midwife, or other person who shall attend, assist, or advise at the birth of any child within the city of Manila shall report such birth on a form furnished by the Bureau of Health of said city within thirty days from the date of birth of such child. [86—189.]

998. (SEC. 798.) **Vital statistics.**—For the purpose of securing statistical information, birth records, or any other records relating to vital statistics, kept by any institution in the city of Manila, shall be accessible to any duly authorized officer or representative of the Bureau of Health: *Provided*, That the person in charge of church records shall only be required to furnish such information therefrom, upon written application, as may be necessary for the purpose of compiling vital statistics. [86—190.]

CHAPTER 83.

999. OFFENSIVE AND UNWHOLESOME TRADES, BUSINESSES, AND OCCUPATIONS.

Sec.
799. Definitions.
* * * *
801. Duties of owners and managers.
802. Repairs, approval of Director of Health.
Sec.
803. Closure and removal.
804. Night regulations.
805. Light, ventilation, drainage, and paving.
806. Storing of materials.

1000. (SEC. 799.) **Definitions.**—(*a*) Within the meaning of this title the words "offensive trade or business or occupation" shall be held to include soap boiling; tallow melting; killing; cleaning, or disemboweling of animals; cleaning guts; boiling offal, bones, fat or lard, except in the public slaughterhouses under special regulations pertaining thereto; manufacturing glue or fertilizer; (*b*) within the meaning of this title the words "unwholesome trade, business, or occupation" shall be held to include lye making or any manufacturing process or handicraft in which lead, arsenic, mercury, phosphorous, or other poisonous substance is used; or any other noxious or offensive trade, business, or manufacture whatsoever; *Provided*, That nothing in these definitions shall be construed as interfering with the practice of pharmacy or other business regulated by special Acts of the Philippine Commission. [86—139.]

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1001. (SEC. 801.) **Duties of owners and managers.**—The owner,

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manager, or person in charge of any premises wherein any offensive or unwholesome business, trade, or occupation is conducted shall cause the removal of all ashes, rubbish, offal, dirt, or other offensive and unwholesome substances; shall take such measures to prevent the escape of smoke, dust, cinders, gas, or offensive or dangerous odors; and shall adopt such methods of rendering innocuous all vapors emitted during the process of boiling, melting, or of extracting fat and other substances as the Director of Health may order; shall keep such premises in a clean and wholesome condition and conduct the business in such a manner as not to be dangerous or needlessly offensive to the public or to the owners or occupants of adjacent property; and shall cause the interior surface of all walls, floors, or pavements to be kept in good order and repair, so as to prevent the absorption therein of any liquid, filth, or refuse, or any noxious or injurious matter which may be splashed or may fall or be deposited thereon. During the months of January, April, and October of each year he shall cause the interiors of such places to be thoroughly cleansed and carefully washed with hot lime wash or other covering approved by the Director of Health. He shall, at the close of every work day, cause all fat, tallow, grease, refuse, or filth which has been spilled or splashed or has fallen or been deposited upon any floor, pavement, or wall, upon the premises where his trade is carried on, to be collected therefrom by scraping or some other effectual means of cleansing, and, unless it is to be subjected to further trade processes, it shall be removed from the premises as soon as practicable. All apparatus must be kept in a cleanly condition. [86—140.]

1002. (SEC. 802.) **Repairs, approval by Director of Health.**—No repairs to buildings or premises, or improvements or additions to machinery or plant, of any establishment wherein any offensive or unwholesome business, trade, or occupation is conducted, shall be undertaken without the approval of the Director of Health. [93—132.]

1003. (SEC. 803.) **Closure and removal.**—Whenever the Director of Health shall declare that any offensive or unwholesome establishment or business or occupation is dangerous to the public health, such establishment shall be closed until the source of danger is removed; and, if said source of danger can not be removed, such establishment shall be transferred to a more suitable location. [86—141.]

1004. (SEC. 804.) **Night regulations.**—No person, other than a caretaker, shall be allowed to pass the night in any of the rooms used as workrooms for any offensive or unwholesome trade or business unless actually engaged in carrying on work connected with said trade or business. [86—142.]

1005. (SEC. 805.) **Light, ventilation, drainage, and paving.**—Every building or premises used for an offensive or unwholesome trade business, or occupation shall be adequately lighted and ventilated to the satisfaction of the Director of Health; and the ground surfaces occupied or used in carrying on such trade or business shall be properly drained and paved with good cement concrete laid on at least ten centimeters thick, and the surface thereof shall be rendered smooth and impervious with asphalt, Portland cement, or such other material as the Director of Health may approve. [86—143.]

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1006. (SEC. 806.) **Storing of materials.**—All materials used in any offensive or dangerous trade and which are not immediately required for boiling, melting, or extracting shall be stored in such manner and in such places as to prevent the emission of noxious or injurious effluvia therefrom. [86—144.]

CHAPTER 84.

1007. SANITARY REGULATION OF LICENSES.

Sec.	Sec.
807. Licenses necessary for certain places, etc.	808. Revocation.

1008. (SEC. 807.) **Licenses necessary for certain places, etc.**—It shall be unlawful to conduct any hotel, boarding house, tenement house, lodging house, tienda, store, vessel or other water craft where cooked food or easily contaminated food, meat, or fish are offered for sale; saloon, barber shop, hairdressing parlor, massage parlor, dermatological office, or similar place; bath house, bakery, laundry, dairy, livery stable, undertaking or embalming establishment; place where offensive or dangerous trade, occupation, or business is to be conducted; place of amusement or entertainment; dyeing and cleaning and all similar establishments; or to engage in street peddling or the practice of chiropody, unless a license therefor has been obtained and the same approved by the Director of Health. [86—145.]

1009. (SEC. 808.) **Revocation.**—Failure to maintain the places or to practice the occupations mentioned in the last preceding section in a manner satisfactory to the Director of Health shall be sufficient cause for revocation of the license. [86—146.]

CHAPTER 85.

1010. NUISANCES.

Sec.	Sec.
809. List of nuisances.	812. Noncompliance with notice; complaints filed.
810. Owners' and occupants' duties.	
811. Notices to persons causing.	

1011. (SEC. 809.) **List of nuisances.**—The following shall be deemed to be nuisances:

(*a*) **Lack of drainage and ventilation:** Any failure to supply or any inadequate or defective provision for drains, drain traps, ventilating pipes, subsoil drainage, or cesspool accommodations or other approved provisions for the disposal of excreta.

(*b*) **Dark, ill ventilated, damp, or dilapidated buildings:** Any building or part of a building which is so dark or so ill ventilated, or so damp, or in such a condition of dilapidation as to be dangerous or prejudicial to the health of the inmates.

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(*c*) **Buildings infested with rats:** Any building or part of a building which is infested with rats in such manner as to endanger the public health.

(*d*) **Insanitary conditions:** Any premises which are in a dirty or insanitary condition.

(*e*) **Foul and unhealthful places:** Any street or road, or any part thereof, or any water course, ditch, gutter, side channel, drain, dump, ash pit, sewer, privy, latrine, urinal, or cesspool so foul as to be offensive or unhealthful.

(*f*) **Impure water:** Any water course, well, tank, pool, canal, conduit, or cistern the water of which from any cause is so tainted with impurities as to be injurious to the health of persons living near, or using such water, or which is likely to cause or promote disease.

(*g*) **Stables and other places for animals; swine:** Any stable, cow shed, or other place for use of animals or wherein live fish or birds are kept, if in a condition resulting prejudicially to the health of persons or of the said animals. In no case shall the keeping of more than two swine in any premises in the city of Manila be permitted.

[For further provisions penalizing the maintenance of foul livery stables see sec. 529 hereof.]

(*h*) **Stagnant water, manure, and refuse:** Any accumulation or deposit of stagnant water, sullage water, manure, house refuse, or other matter, wherever situated, which is unhealthful or obnoxious.

(*i*) **Noxious matters:** Any noxious matter flowing or discharging from any premises, wherever situated, into any public street, road, or into the gutter or side channel of any street or road.

(*j*) **Noxious and objectionable business and trades:** Any manufacture, trade, or business of a noxious, noisome, or unhealthful nature, unless previously approved by the Director of Health.

(*k*) **Unhealthful cemeteries:** Any cemetery or place of burial so situated or so conducted as to be unhealthful.

(*l*) **Smoke:** Any chimney or any furnace sending forth smoke or gases in such quantity or manner as to be dangerous to the public health.

(*m*) **Keeping animals:** Any house or dwelling rendered insanitary or offensive by keeping in it chickens or other animals.

(*n*) **Depositing offensive substances in streets and harbor:** Depositing in any street, alley, public place, or in the harbor of Manila, of any manure, hay, straw, filth, offal, or any offensive substance detrimental to the public health.

(*o*) **Receptacles, mosquitoes and other insects breeding in:** Any tank, cistern, well, vault, tub, pail, jar, can, or other receptacle or container for liquids, kept in such a condition as to convert it into a nuisance because of mosquitoes or other insects breeding therein.

(*p*) **Dead animals:** Any premises wherein dead animals, other than those lawfully slaughtered for food, are deposited, buried, or permitted to remain longer than is reasonably required to effect their removal: *Provided*, That the owner or occupants of the prem-

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ises shall not be held responsible for failure to remove dead animals weighing more than thirty pounds, if it shall appear that prompt notice of the death of such animals, or their presence on said premises, shall have been furnished the most accessible police officer or station: *And provided further*, That the provisions of this section shall not be construed to prevent the depositing of dead animals at the city crematories for cremation, nor at any factory licensed under the provisions of chapter forty-nine hereof to make use of dead animals or parts thereof in manufacturing.

(*q*) **Other acts:** Any act, omission, or thing which is or may be dangerous to life or injurious to health. [86—217.]

1012. (SEC. 810.) **Owners' and occupants' duties.**—No owner or occupant or other person in charge of any lot, tenement house, premises, building, or other place whatsoever, shall allow or permit any nuisance to exist in such lot, tenement house, premises, building, or other place. Likewise, when the owner or occupant of a place has therein any receptacle or container which by the breeding therein of mosquitoes or other insects becomes a nuisance and he is required to abate the same, he shall empty said receptacle or container, or else provide the same with a mosquito-proof cover or abate the nuisance by other means satisfactory to the Director of Health. [86—218.]

1013. (SEC. 811.) **Notices to persons causing.**—The city engineer, upon being informed by the Director of Health that a nuisance involving structural features exists, shall cause a notice to be served on the person by whose act, default, or sufferance the nuisance arises or continues, or, if such person can not be found, on the owner or occupant of the premises on which the nuisance arises, requiring him, after the receipt of the notice, to abate the nuisance within a reasonable time, to be specified in the notice, and to execute such work and do such things as may be necessary for that purpose: *Provided*, First, that where the nuisance arises from the want of or defective construction of any structural convenience, or where there is no occupant of the premises, notice under this section shall be served on the owner or agent; second, that where the person causing the nuisance can not be found and it is clear that the nuisance does not arise or continue by the act, default, or sufferance of the owner or occupant of the premises, the city engineer or his agent may abate the same. [86—219.]

1014. (SEC. 812.) **Noncompliance with notice; complaints filed.**—If the person on whom a sanitary order has been served has not obtained from the city engineer or his representative a modification or withdrawal of the notice, and continues to make default in complying with the requirements of such notice, or, in the case of a nuisance, if the same, although abated since the service of the notice, is in the opinion of the Director of Health likely to recur on the same premises the Director of Health or his agent shall cause a complaint relating to the noncompliance with the said notice, or to such nuisance, to be brought to the attention of the prosecuting attorney. [86—220.]

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CHAPTER 86.

1015. VIOLATIONS OF SANITARY ORDINANCES AND REGULATIONS.

Sec.
813. Complaints.
Sec.
814. Penalty.

1016. (SEC. 813.) **Complaints.**—Any person in the city of Manila who shall violate any section or part thereof of this title or of title fourteen or chapter seventeen hereof or any regulation made in accordance therewith may be proceeded against as prescribed by the provisions of section five of Act Numbered Eleven hundred and fifty of the Philippine Commission. [86—255.]

1017. (SEC. 814.) **Penalty.**—Any person or persons, firm, company, or corporation who shall violate any provision of any section, or part thereof, of this title or of title fourteen or chapter seventeen hereof, or any sanitary regulation of the Bureau of Health made in pursuance of law, shall, upon conviction, be punished by a fine of not more than two hundred pesos or by imprisonment for not more than six months, or by both such fine and imprisonment, in the discretion of the court, for each offense. [86—256.]

CHAPTER 89.

1018. REMOVAL OF EXPLOSIVES, BUILDINGS, GARBAGE, ETC.

Sec.
831. Corpses, dead animals, garbage, etc.
Sec.
* * * *
835. Noxious substances.

1019. (SEC. 831.) **Corpses, dead animals, garbage, etc.**—It shall be unlawful to carry a corpse or any dead animal, swine, garbage, rubbish, offal, or offensive material of any description, or any explosives or inflammable material through the public streets, except in vehicles licensed for such purposes; or to convey earth, mortar, sand, garbage, rubbish, offal, or other material in such manner that any part thereof shall be scattered in any street or public way. [11 P. M. G.—11.]

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1020. (SEC. 835.) **Noxious substances.**—No cart or other vehicle used for carrying putrid or offensive materials, night soil, or the contents of any water or earth closet, privy, vault, cesspool, or latrine, or having in them any other noxious substance shall occupy an unreasonable time in loading or unloading or in passing along any street or through any inhabited place or area, nor shall any unnecessary number of such carts or vehicles gather before any residence, building, or place of business. [86—75.]

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CHAPTER 92.

1021. PROHIBITION OF CERTAIN INSANITARY PRACTICES.

Sec.	Sec.
* * * *	* * * *
851. Depositing dirt, garbage, etc.	858. Barbering.
* * * * * * *	

1022. (SEC. 851.) **Depositing dirt, garbage, etc.**—It shall be unlawful for any person to deposit any sand, dirt, garbage, rubbish, offal, or material of any description in any street or public way. [86—63.]

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1023. (SEC. 858.) **Barbering.**—It shall be unlawful for any person or persons to engage in the business of cleaning the ears, scraping the eyelids, or barbering upon any street, lane, alley, or public square in the city of Manila. [86—113.]

CHAPTER 95.

1024. PUBLIC VEHICLES.

879. Persons with dangerous communicable diseases.

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(*a*) (SEC. 879.) **Persons with dangerous communicable diseases.**—The drivers of public vehicles shall not admit therein any person known to be afflicted with a dangerous communicable disease. [86—173.]

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CHAPTER 96.

1025. VETERINARY SANITATION.[1]

Sec.	Sec.
895. Authority of veterinarians.	904. Sick animals running at large.
896. "Domestic animals" defined.	905. Reporting animals with dangerous communicable diseases.
897. "Dangerous communicable disease" defined.	906. Regulating infected places.
898. Inspection before admission to city.	907. Notification of animal's death.
899. Inspection, owner's duties; work animals.	908. Stables to be disinfected.
900. Quarantine, cost of subsistence.	909. Sale, diseased meats, unlawful.
901. Method of protest against condemnation.	910. Unlawful disposal of dead animals.
902. Killing and disposal of condemned animals.	911. Cremation.
903. Sick animals not to be driven or sold.	912. Preservation by taxidermy.
	913. Food, water, and ventilation.
	914. Floors of stables.
	915. Drains.
	916. Lime-washing.

1026. (SEC. 895.) **Authority of veterinarians.**—The Bureau of Agriculture shall have authority through its regularly appointed veterinarians.

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[1] See also chap. 76, especially secs. 134, 735, 736, 742 thereof; and chap. 83, secs. 799, 800 thereof.

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(*a*) **Right to board water craft:** To board any ship, launch, casco, or other water craft entering the port of Manila or any of the waterways within this city for the purpose of inspecting any domestic animals or any effects pertaining thereto that may be on such vessel.

(*b*) **Inspection of animals brought into city:** To inspect all domestic animals shipped by rail, hauled, driven, or otherwise brought into the city of Manila.

(*c*) **Entry of public or private premises:** To enter, after properly communicating the purpose of the visit, any public or private premises where any animal affected or supposed to be affected with any dangerous communicable disease is kept, or is supposed to be kept, for the purposes of inspecting the same.

(*d*) **Animals prohibited entrance into city:** To prohibit the entrance into the city of Manila of any animal suffering from any contagious or infectious disease the tendency of which is to cause the death of such animal or animals or render them unfit for work or for human food.

(*e*) **Quarantine:** To quarantine at such place and for such time as may be necessary any animal or animals affected with any contagious or infectious disease or which may have been exposed to such disease. However, sick animals attended by a recognized veterinary doctor shall be respected because he is, of course, responsible for compliance with section nine hundred and five hereof.

(*f*) **Condemnation and cremation:** To condemn and cause to be cremated any animal or animals within the police limits of the city of Manila when such animals are found to be affected with a dangerous communicable disease endangering the safety of other animals with which they may come in contact.

(*g*) **Inspection of animals removed from city:** To inspect all animals intended for shipment or removal from the city of Manila to any other place in the Philippine Islands or any foreign port, and issue certificates to accompany such animals certifying that they are free from any dangerous communicable disease, or prohibit their shipment or removal from the city of Manila if affected with such disease.

(*h*) **Disinfection of boats, railway cars, and vehicles:** To require the cleaning and disinfecting of any boat or other water craft, railway car, wagon, cart, or other vehicle which has been used for the transportation of animals at such times as he may deem necessary to prevent the spread of contagious or infectious animal diseases.

(*i*) **Inspection fees:** To collect such inspection fees from the owners or their agents of animals shipped, driven, or otherwise brought into or sent out of the city of Manila as may be authorized by the ordinances of the Municipal Board.

(*j*) **Permits for cremation:** To issue permits for the landing for cremation of dead animals arriving in the port of Manila.

(*k*) **Slaughter and sale:** To supervise the admission to the slaughterhouse of all animals intended for slaughter, and prohibit the slaughter and sale of any animal which may be affected with any disease, wound, or injury which renders it unfit for human food, and to have such animals or the diseased parts thereof condemned and cremated.

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(*l*) **Animal food stuffs:** To inspect all classes of animal food stuffs kept in cold storage. [86—226.]

1027. (SEC. 896.) **"Domestic animals" defined.**—For the purpose of this title, domestic animals are defined to be horses, mules, asses, cattle, carabaos, hogs, sheep, goats, dogs, deer, and circus animals or those intended to be used for show purposes. [86—227.]

1028. (SEC. 897.) **"Dangerous communicable disease" defined.**—For the purpose of this title, a dangerous communicable disease shall be held to be glanders, farcy, surra, rinderpest, hemorrhagic septicæmia, cholera, foot-and-mouth disease, Texas fever, tuberculosis, or any other acute communicable disease which may cause a mortality of over five per centum in the period of one month. [86—228.]

1029. (SEC. 898.) **Inspection before admission to city.**—All animals and any food, water, or effects connected with such animals shall be subject to inspection by the veterinarians of the Bureau of Agriculture before being admitted into the city of Manila. [86—229.]

1030. (SEC. 899.) **Inspection, owner's duties; work animals.**—On the arrival of any live stock to be landed or brought into the city of Manila it shall be inspected, and it shall be the owner's duty to apply to the Director of Agriculture for such inspection: *Provided*, That animals used for work purposes and entering the city in actual performance of work shall be exempted from the provisions of this section and the payment of all inspection fees. [86—230.]

1031. (SEC. 900.) **Quarantine, cost of subsistence.**—Animals which have been in contact with an animal or animals suffering from a dangerous communicable disease, or animals which are believed to have been exposed to the infection of such diseases, shall be quarantined and segregated for such period as the Director of Agriculture, on the recommendation of a veterinarian of the Bureau of Agriculture, may prescribe, and the cost of subsistence of such animals during the period of quarantine shall be borne by the owner: *Provided*, That the charge for such subsistence shall not exceed one peso per day for each animal so quarantined or segregated. [86—231.]

1032. (SEC. 901.) **Method of protest against condemnation.**—The owner of a condemned animal may delay the slaughter and cremation of such animal for a period not to exceed twenty-four hours by the depositing with a veterinarian of the Bureau of Agriculture the cost of one day's maintenance of such animal and immediately filing a protest, in writing, with the Director of Agriculture stating his reasons for such protest. The owner may then have the condemned animal examined by any recognized veterinarian other than those employed by the Bureau of Agriculture, and said veterinarian shall render to the Director of Agriculture in writing a statement of his diagnosis within twenty-four hours after the animal was condemned. In case he does not concur in the diagnosis made by the veterinarian of the Bureau of Agriculture, the Director of Agriculture shall render a decision as to what disposition shall be made of the animal, and his decision shall be final. [86—232.]

1033. (SEC. 902.) **Killing and disposal of condemned animals.**—Whenever a veterinarian of the Bureau of Agriculture condemns an

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animal in accordance with the provisions of this title, he shall tag the same and notify the department of sanitation and transportation, which shall have full charge of the killing and disposal of animals so condemned. [86—233.]

1034. (SEC. 903.) **Sick animals not to be driven or sold.**—It shall be unlawful for any person owning or having in charge any domestic animal affected with any dangerous communicable disease, knowing such animal to be diseased, to drive or permit same to be driven upon any street or public place, or to sell or dispose of such animal. [86—234.]

1035. (SEC. 904.) **Sick animals running at large.**—It shall be unlawful for the owner or person in charge of any animal affected with any dangerous communicable disease, knowing the animal to be so affected, to allow such animal to run at large or to be tethered on any uninclosed land or other place where it is liable to come in contact with other animals susceptible to such disease, within the city of Manila. [86—235.]

1036. (SEC. 905.) **Reporting animals with dangerous communicable disease.**—Every veterinarian, and every person practicing as such, shall forward to the Director of Agriculture a written notice over his signature of every case of glanders, farcy, surra, or other dangerous communicable disease in animals within the city of Manila which may have come under his observation or to his knowledge, and such notice shall be given within two days and shall contain the name and residence of the possessor of the animal so far as the same can be ascertained, a description of the animal, and when last seen by the person giving notice. It shall be the duty of policemen to notify the Bureau of Agriculture of all suspected animals that may come within their observation or knowledge. [86—236.]

1037. (SEC. 906.) **Regulating infected places.**—When a stable or place is declared by proper authority to be infected with a dangerous communicable disease affecting animals, the removal therefrom of any animal, carcass, fodder, litter, utensils, or other thing is prohibited unless authorized by a veterinarian of the Bureau of Agriculture. [86—237.]

1038. (SEC. 907.) **Notification of animal's death.**—Any person in charge of an animal dead of a dangerous communicable disease shall notify the Director of Agriculture immediately, so that proper provision may be made for the disinfection of the stable or premises. [86—238.]

1039. (SEC. 908.) **Stables to be disinfected.**—Every stable or other place where infected animals have been kept shall be thoroughly disinfected immediately after the removal of such animals, under such rules and regulations as may be prescribed by the Bureau of Health. [86—239.]

1040. (SEC. 909.) **Sale, diseased meats, unlawful.**—It shall be unlawful for any person to sell or offer for sale in the city of Manila any meat or other product from the body of an animal which has died of any disease, or from any other cause which renders it unfit for human food as determined by the veterinarians of the Bureau of Agriculture. [86—240.]

1041. (SEC. 910.) **Unlawful disposal of dead animals.**—It shall

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be unlawful for any person to deposit the body of any dead animal, or any part thereof, in any stream, waterway, street, or other premises in the city of Manila except as provided for in title eleven hereof. [86—241.]

1042. (SEC. 911.) **Cremation.**—The bodies of animals dead of dangerous communicable diseases within the limits of the city of Manila, or which may die on any vessel lying in the waterways or the harbor of Manila, shall be cremated unless otherwise authorized by the Director of Agriculture. [86—242.]

1043. (SEC. 912.) **Preservation by taxidermy.**—The provisions of this chapter shall not apply to skins, skeletons, and tissues of dead animals which the Director of Agriculture may give permission in writing to preserve by taxidermy or for scientific purposes: *Provided*, That this permission or any other shall not be required for the preservation of insects, birds, and poultry. [86—243.]

1044. (SEC. 913.) **Food, water, and ventilation.**—All domestic animals used for draft, food, or dairy purposes must be provided with sufficient food, water, and ventilation to keep them in good health and condition. Any closed stables, corral, or pen shall contain at least twenty-three cubic meters of air space for each horse, mule, carabao, or each head of cattle, or eight meters of air space for each sheep, goat, or any other animal weighing over ten kilos found or ascertained to be kept or quartered therein. [86—244.]

1045. (SEC. 914.) **Floors of stables.**—The floors of the stalls in stables shall have a slant from front to rear of not less than one vertical to twenty-five horizontal, shall be made water-tight, and of the following materials: Tongue-and-grooved planks, cement, stone flagging, asphalt, or broken rock laid to a depth of at least fifteen centimeters and covered with well-tamped clay. The water-tight flooring of the stalls may be covered with suitable bedding material: *Provided*, That such material shall not be allowed to become saturated with animal discharges and remain insanitary. [86—245.]

1046. (SEC. 915.) **Drains.**—Liquid discharges from animals shall, where practicable, be conducted into a drain or canal emptying into a cesspool or sewer, and said drain or canal shall be frequently flushed and kept clean. [86—246.]

1047. (SEC. 916.) **Lime-washing.**—All interior walls, ceilings, or fittings of stables shall be lime-washed or otherwise protected as often as may be ordered. [86—247.]

CHAPTER 97.

1048. THE PUBLIC SLAUGHTERHOUSE.

Sec.	Sec.
917. Slaughtering; certain pigs and kids.	921. Fees.
918. Authority of superintendent.	922. Resistance, obstruction, and molestation.
919. Admission; period remaining.	923. Employees' purchase or sale of animals for slaughter.
920. Inspectors' decision final.	

1049. (SEC. 917.) **Slaughtering; certain pigs and kids.**—No person shall slaughter any four-footed animal for food or sale, or cause

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or allow the same to be done, except in the public slaughterhouse: *Provided*, That suckling pigs and kids of not more than fifteen kilos' weight may be slaughtered on private premises for personal use only, and not for sale. [86—248.]

1050. (SEC. 918.) **Authority of superintendent.**—The superintendent of the public slaughterhouse shall have entire charge thereof, and of all operations carried on therein, except the admission and inspection of animals, and shall enforce such regulations for the slaughterhouse, not in conflict with the provisions of this title and of title eleven hereof, as may be adopted from time to time by resolution of the Municipal Board; shall be responsible for the good order and for the maintenance of the slaughterhouse and utensils or appurtenances belonging thereto, in a sanitary condition satisfactory to the Director of Health and the Director of Agriculture, and for the collection of the fees hereinafter in this chapter fixed; shall be present whenever meat is being weighed or fees collected; shall pay to the cashier at the office of the city assessor and collector before nine o'clock each morning all fees collected during the previous day, and shall see that all animals and meat at the slaughterhouse are ready for inspection each day by a veterinarian of the Bureau of Agriculture. [86—249.]

1051. (SEC. 919.) **Admission; period remaining.**—No animal the ownership of which is in dispute shall be admitted to the slaughterhouse. No animal shall remain in the slaughterhouse for more than twenty four hours. [86—250.]

1052. (SEC. 920.) **Inspectors' decision final.**—The decision of the veterinary inspector condemning any slaughtered animal intended for food, or any part thereof, shall be final, and the meat of any animal condemned by veterinary inspectors shall be immediately reported to the superintendent of the slaughterhouse, who shall take charge of the same, receipt for it, and have the animals or parts condemned cremated as soon as practicable. [86—251.]

1053. (SEC. 921.) **Fees.**—There shall be charged and collected for each kilogram of meat, including the tongue, heart, and liver of any animal, a fee of three centavos. No meat shall be taken from the slaughterhouse until such fee has been paid to the superintendent. [86—252.]

1054. (SEC. 922.) **Resistance, obstruction, and molestation.**—No person shall resist, obstruct, or molest the superintendent of the public slaughterhouse or the veterinary inspector or any employee therein in the exercise of his duties as superintendent, veterinary inspector, or employee. [86—253.]

1055. (SEC. 923.) **Employees' purchase or sale of animals for slaughter.**—No superintendent or other person in charge of the public slaughterhouse, or employed in or about the same, shall purchase, sell, or be directly or indirectly interested in the purchase or sale of any animal for slaughter, or of any meat taken from such slaughterhouse. [86—254.]

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1907. CALENDA

Report of sanitary ins
Report of disinfector—
Report of morgues—B.
Report of San Lazar
Report of patients, Ph
Report of patients and

Report of patients,
Report of patients a
Report of rats sent t
Report of movements
Report of supplies s
Report of outstandi

Sanitary report—B.
Report of public p
Report of stamps.
Report of car ticke
Report of transport
Report of municipal
Report of municipal
Report of sick—pri
Report of deaths—
Report of Central
Report of unskille
Report of subsiste
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Numerical reports,
Civil Service For
Report of opium p
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Report of sanitary
Report of virus.
Report of sera.
Report of sick—
Report of sick—
Bacteriological re
Report of insane
Time records—Ci
Changes in perso

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MISCELLANEOUS.

1057. CALENDAR OF OFFICIAL REPORTS.

DAILY.

Report of sanitary inspector—B. of H. Form No. 40.
Report of disinfector—B. of H. Form No. 51.
Report of morgues—B. of H. Form No. 2.
Report of San Lazaro Hospital—B. of H. Form No. 4.
Report of patients, Philippine General Hospital.
Report of patients and employees, Philippine General Hospital.

WEEKLY.

Report of patients, Baguio Hospital.
Report of patients and employees of Baguio Hospital.
Report of rats sent to Bureau of Science.
Report of movements of district health officers.
Report of supplies shipped from Baguio.
Report of outstanding accounts (Baguio).

MONTHLY.

Sanitary report—B. of H. Form No. 30.
Report of public prostitutes (Station I).
Report of stamps.
Report of car tickets.
Report of transportation furnished by city.
Report of municipal physicians—B. of H. Form No. 25-*a*.
Report of municipal midwives—B. of H. Form No. 69.
Report of sick—prison sanitation division.
Report of deaths—prison sanitation division.
Report of Central Dispensary.
Report of unskilled labor.
Report of subsistence.
Report of cash accounts.
Numerical reports, San Lazaro and Culion.
Civil Service Form 3.
Report of opium patients.
Report of distribution of property.
Report of sanitary engineering division.
Report of virus.
Report of sera.
Report of sick—Iwahig penal colony.
Report of sick—Baguio Hospital division.
Bacteriological report—Baguio Hospital division.
Report of insane Scouts—San Lazaro Hospital.
Time records—Civil Service Form No. 48.
Changes in personnel—unclassified.

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QUARTERLY.

Provincial quarterly reports—Form No. 46.

SEMIANNUAL.

Efficiency reports—B. of H. Forms Nos. 52 and 54.

ANNUAL.

General annual reports.

1058. CLASSIFICATION AND PROPERTIES OF VARIOUS WATERS.

Class.	Physical.	Microscopical.	Chemical (parts per 1,000,000).
I. Pure water.	Colorless or bluish tint; transparent, sparkling, and well aërated; no sediment visible; no smell; taste palatable.	Mineral water; vegetable endochrome; large animal forms; no organic débris.	Chlorine, under 14; total solids, under 71.4; ammonia, under 0.07; nitrogen, as nitrites and nitrates, under 0.23.
II. Usable water.	Colorless or slight greenish tint; transparent, sparkling, and well aërated; no suspended matter, or easily separated by coarse filtration or subsidence; no smell; taste palatable.	Same as for pure water.	Chlorine, under 43; total solids under 428; ammonia, under 0.15; nitrogen, as nitrites and nitrates, under 1.25; total hardness, 173.
III. Suspicious water.	Yellow or strong green color; turbid; considerable suspended matter; no smell, but any marked taste.	Vegetable and animal forms, more or less pale or colorless; organic débris; fibers of clothing or other house refuse.	Chlorine, 40 to 70; total solids, 430 to 710; ammonia, 0.15 to 0.23; nitrogen, as nitrites and nitrates, 1.25 to 24.7; total hardness, above 170.
IV. Dangerous water.	Yellow or brown color; turbid, and not easily purified by coarse filtration; large amount of suspended mater; any marked smell or taste.	Bacteria of any kind; fungi; numerous vegetable or animal forms of low types; epithelia or other animal structures; evidence of sewage or ova of parasites, etc.	Chlorine, above 71.4; total solids, above 714; ammonia, above 0.225; nitrogen, as nitrites and nitrates, above 0.26; total hardness above 285.

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1059. MILKS.

SOUND DAIRY MILK.

Reaction	Feebly acid.
Specific gravity	1.0297.
Bacteria	Always present.
Fats	Average 3.75.
Lactose	Average 4.42.
Albuminoids	Average 3.76.
Ash	Average 0.68.
Total solids	12.61
Water	87.39.

NATURAL CARABAO MILK.

Specific gravity	1.038
Fats	8.65
Sugar	4.19
Proteids	5.54
Ash	.85

HUMAN MILK.

Reaction	Alkaline.
Specific gravity	1026 to 1035
Water	90
Fats	2.75
Proteids	2
Sugar	5
Salts	0.25

1060. SIMPLE RULES OF HYGIENE.

It is easier to maintain good health in the Tropics than in the United States, but in order to do so you should observe the following simple rules:

1. Be vaccinated to-day. The Bureau of Health will do it free of charge.

2. NEVER drink any water unless it has been either boiled or distilled, or eat any raw vegetables. If you observe this rule carefully, you will probably never contract dysentery, typhoid fever, cholera, or any other disease that originates in the intestines. Disregard of this rule is responsible for the returning to the United States of over 50 per cent of the invalids who leave these Islands.

3. Fruit is wholesome, and may generally be eaten raw with impunity, provided it is of a kind that grows upon trees, well above the ground.

4. Avoid patent medicines. "Do not put drugs of which you may know nothing into bodies of which you may know less."

5. Alcoholic stimulants are not necessary, the advice of the "old resident" to the contrary notwithstanding.

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983. (SEC. 786.) **Water-closets.**—Owners, agents, or lessees of vessels, launches, lighters, cascoes, or barges shall cause to be constructed on such craft water-closets or other form of latrines, in accordance with plans and specifications approved by the Director of Health.

Any of the aforementioned vessels having water-closets or latrines may be required to reconstruct them in accordance with approved sanitary ideas if, in the opinion of the Director of Health or his accredited representative, such change is necessary. [86—181.]

984. (SEC. 787.) **Noxious substances.**—No casco, banca, barge, or other craft carrying any putrid or offensive material, night soil, or the contents of any water or earth closet, privy, vault, cesspool, or latrine, or having upon it any other noxious substance, shall occupy or remain in any waterway for a longer period than is necessary to load or unload such craft or to pass along such waterway, nor shall any such casco, barge, steamer, or other craft be loaded at any place not approved by the Director of Health. [86—76.]

985. (SEC. 788.) **Filth, garbage, etc.**—No filth, offal, garbage, rubbish, solid matter from manufactories, stable manure, sweepings, dead animals, or animal or decayed vegetable matter shall be discharged, thrown, placed, or allowed to fall or escape nor shall any person urinate or defecate into any river, estero, canal, or along the banks thereof. [86—182.]

986. (SEC. 789.) **Water from rivers, esteros, or canals.**—No person shall be allowed to use the water from any river, estero, or canal for cooking or drinking purposes or for washing or cleansing articles of food or cooking utensils unless the same has been boiled or otherwise made sterile. [86—184.]

CHAPTER 80.

987. THE FILLING IN OF LOWLANDS.

Sec.		Sec.	
790.	Water flow to be unobstructed.	792.	Buildings on insanitary sites.
791.	Offensive substances not to be used.	793.	City engineer may abate nuisances.

988. (SEC. 790.) **Water flow to be unobstructed.**—No person shall obstruct the free flow of water so as to interfere with proper drainage. [86—221.]

989. (SEC. 791.) **Offensive substances not to be used.**—No animal or vegetables substance or any street sweepings, muck, or dirt gathered in cleaning yards, buildings, esteros, docks, or slips, or waste of mills or factories, or any materials which are offensive or tend by decay to become putrid or to render the atmosphere impure or unwholesome, shall be deposited or used to fill up or raise the surface or level of any lot, grounds, dock, wharf, or pier in or adjacent to the built-up portions of the city, or any ground filled for the purpose of building thereon, unless pursuant to a special permit from the city engineer and approved by the Director of Health. [86—222.]

990. (SEC. 792.) **Buildings on insanitary sites.**—No building or

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structure shall be used as a residence or place for human habitation or abode which is situated upon land which has been made by filling in with dangerous and insanitary refuse, garbage, or other substance which may have an unfavorable effect upon the public health, unless such site is approved by the Director of Health. [86—223.]

991. (SEC. 793.) **City engineer may abate nuisances.**—Where any premises within the limits of the city are composed of lowlands, or are so excavated or walled, diked, or dammed as to admit or cause the formation on the surface thereof of stagnant or foul waters which are a nuisance and a menance to the public health, the city engineer may call upon and require, subject to the limitations of subsection (*s*) of section three of Act Numbered Eleven hundred and fifty of the Philippine Commission, the owner of any premises whereon such pools may exist to fill up the same with good clean earth or other approved material to the level of the surrounding ground, or to drain such pools by means of surface drains into any channel with which such surface drains may lawfully communicate, or to cut or breach any retaining walls, dike, or dam so that such retained water may have free escape: *Provided*, That whenever the Director of Health shall declare that any lowland, marsh, or stagnant pool or pond in the city of Manila is in an insanitary condition and constitutes a serious menace to the public health, the city engineer shall take steps to cause the said lowlands, marshes, stagnant pools, or ponds to be cleaned, drained, or filled in and the insanitary conditions removed. [86—224.]

CHAPTER 81.

992. HUMANE CARE OF UNFORTUNATES.

Sec.		Sec.	
794.	Involuntary personal service.	795.	Indignities, cruel treatment, and abuse.

993. (SEC. 794.) **Involuntary personal service.**—No person confined, detained, or otherwise kept in any public or private institution in the city of Manila because of sickness, deformity, imbecility, poverty, insanity, or other affliction shall be required to render involuntary personal service for any officer, superintendent, director, manager, or other person connected with such institution. [86—186.]

994. (SEC. 795.) **Indignities, cruel treatment, and abuse.**—No officer, superintendent, director, manager, or other person employed in any asylum, hospital, or other place where persons are confined, detained, or otherwise held because of sickness, deformity, imbecility, poverty, insanity, or other affliction shall subject such inmates to personal indignities, cruel treatment, discrimination on account of color, nationality, or religion, corporal punishment, or other abuse: *Provided*, That nothing in this section shall be construed so as to prevent the maintenance of proper discipline by the usual approved humane methods. [86—187.]

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CHAPTER 82.

995. MARRIAGES AND BIRTHS.

Sec.
796. Marriages, reports of.
797. Births, reports of.
Sec.
798. Vital statistics.

996. (SEC. 796.) **Marriages, reports of.**—It shall be the duty of all justices of the peace, and all other persons authorized to solemnize marriages in the city of Manila, to make monthly reports to the Bureau of Health, on forms to be furnished by the Director of Health. [86—188.]

997. (SEC. 797.) **Births, reports of.**—Every physician, midwife, or other person who shall attend, assist, or advise at the birth of any child within the city of Manila shall report such birth on a form furnished by the Bureau of Health of said city within thirty days from the date of birth of such child. [86—189.]

998. (SEC. 798.) **Vital statistics.**—For the purpose of securing statistical information, birth records, or any other records relating to vital statistics, kept by any institution in the city of Manila, shall be accessible to any duly authorized officer or representative of the Bureau of Health: *Provided*, That the person in charge of church records shall only be required to furnish such information therefrom, upon written application, as may be necessary for the purpose of compiling vital statistics. [86—190.]

CHAPTER 83.

999. OFFENSIVE AND UNWHOLESOME TRADES, BUSINESSES, AND OCCUPATIONS.

Sec.
799. Definitions.
* * * *
801. Duties of owners and managers.
802. Repairs, approval of Director of Health.
Sec.
803. Closure and removal.
804. Night regulations.
805. Light, ventilation, drainage, and paving.
806. Storing of materials.

1000. (SEC. 799.) **Definitions.**—(*a*) Within the meaning of this title the words "offensive trade or business or occupation" shall be held to include soap boiling; tallow melting; killing; cleaning, or disemboweling of animals; cleaning guts; boiling offal, bones, fat or lard, except in the public slaughterhouses under special regulations pertaining thereto; manufacturing glue or fertilizer; (*b*) within the meaning of this title the words "unwholesome trade, business, or occupation" shall be held to include lye making or any manufacturing process or handicraft in which lead, arsenic, mercury, phosphorous, or other poisonous substance is used; or any other noxious or offensive trade, business, or manufacture whatsoever; *Provided*, That nothing in these definitions shall be construed as interfering with the practice of pharmacy or other business regulated by special Acts of the Philippine Commission. [86—139.]

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1001. (SEC. 801.) **Duties of owners and managers.**—The owner,

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manager, or person in charge of any premises wherein any offensive or unwholesome business, trade, or occupation is conducted shall cause the removal of all ashes, rubbish, offal, dirt, or other offensive and unwholesome substances; shall take such measures to prevent the escape of smoke, dust, cinders, gas, or offensive or dangerous odors; and shall adopt such methods of rendering innocuous all vapors emitted during the process of boiling, melting, or of extracting fat and other substances as the Director of Health may order; shall keep such premises in a clean and wholesome condition and conduct the business in such a manner as not to be dangerous or needlessly offensive to the public or to the owners or occupants of adjacent property; and shall cause the interior surface of all walls, floors, or pavements to be kept in good order and repair, so as to prevent the absorption therein of any liquid, filth, or refuse, or any noxious or injurious matter which may be splashed or may fall or be deposited thereon. During the months of January, April, and October of each year he shall cause the interiors of such places to be thoroughly cleansed and carefully washed with hot lime wash or other covering approved by the Director of Health. He shall, at the close of every work day, cause all fat, tallow, grease, refuse, or filth which has been spilled or splashed or has fallen or been deposited upon any floor, pavement, or wall, upon the premises where his trade is carried on, to be collected therefrom by scraping or some other effectual means of cleansing, and, unless it is to be subjected to further trade processes, it shall be removed from the premises as soon as practicable. All apparatus must be kept in a cleanly condition. [86—140.]

1002. (SEC. 802.) **Repairs, approval by Director of Health.**—No repairs to buildings or premises, or improvements or additions to machinery or plant, of any establishment wherein any offensive or unwholesome business, trade, or occupation is conducted, shall be undertaken without the approval of the Director of Health. [93—132.]

1003. (SEC. 803.) **Closure and removal.**—Whenever the Director of Health shall declare that any offensive or unwholesome establishment or business or occupation is dangerous to the public health, such establishment shall be closed until the source of danger is removed; and, if said source of danger can not be removed, such establishment shall be transferred to a more suitable location. [86—141.]

1004. (SEC. 804.) **Night regulations.**—No person, other than a caretaker, shall be allowed to pass the night in any of the rooms used as workrooms for any offensive or unwholesome trade or business unless actually engaged in carrying on work connected with said trade or business. [86—142.]

1005. (SEC. 805.) **Light, ventilation, drainage, and paving.**—Every building or premises used for an offensive or unwholesome trade business, or occupation shall be adequately lighted and ventilated to the satisfaction of the Director of Health; and the ground surfaces occupied or used in carrying on such trade or business shall be properly drained and paved with good cement concrete laid on at least ten centimeters thick, and the surface thereof shall be rendered smooth and impervious with asphalt, Portland cement, or such other material as the Director of Health may approve. [86—143.]

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1006. (SEC. 806.) **Storing of materials.**—All materials used in any offensive or dangerous trade and which are not immediately required for boiling, melting, or extracting shall be stored in such manner and in such places as to prevent the emission of noxious or injurious effluvia therefrom. [86—144.]

CHAPTER 84.

1007. SANITARY REGULATION OF LICENSES.

Sec.	Sec.
807. Licenses necessary for certain places, etc.	808. Revocation.

1008. (SEC. 807.) **Licenses necessary for certain places, etc.**—It shall be unlawful to conduct any hotel, boarding house, tenement house, lodging house, tienda, store, vessel or other water craft where cooked food or easily contaminated food, meat, or fish are offered for sale; saloon, barber shop, hairdressing parlor, massage parlor, dermatological office, or similar place; bath house, bakery, laundry, dairy, livery stable, undertaking or embalming establishment; place where offensive or dangerous trade, occupation, or business is to be conducted; place of amusement or entertainment; dyeing and cleaning and all similar establishments; or to engage in street peddling or the practice of chiropody, unless a license therefor has been obtained and the same approved by the Director of Health. [86—145.]

1009. (SEC. 808.) **Revocation.**—Failure to maintain the places or to practice the occupations mentioned in the last preceding section in a manner satisfactory to the Director of Health shall be sufficient cause for revocation of the license. [86—146.]

CHAPTER 85.

1010. NUISANCES.

Sec.	Sec.
809. List of nuisances.	812. Noncompliance with notice; complaints filed.
810. Owners' and occupants' duties.	
811. Notices to persons causing.	

1011. (SEC. 809.) **List of nuisances.**—The following shall be deemed to be nuisances:

(*a*) **Lack of drainage and ventilation:** Any failure to supply or any inadequate or defective provision for drains, drain traps, ventilating pipes, subsoil drainage, or cesspool accommodations or other approved provisions for the disposal of excreta.

(*b*) **Dark, ill ventilated, damp, or dilapidated buildings:** Any building or part of a building which is so dark or so ill ventilated, or so damp, or in such a condition of dilapidation as to be dangerous or prejudicial to the health of the inmates.

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(*c*) **Buildings infested with rats:** Any building or part of a building which is infested with rats in such manner as to endanger the public health.

(*d*) **Insanitary conditions:** Any premises which are in a dirty or insanitary condition.

(*e*) **Foul and unhealthful places:** Any street or road, or any part thereof, or any water course, ditch, gutter, side channel, drain, dump, ash pit, sewer, privy, latrine, urinal, or cesspool so foul as to be offensive or unhealthful.

(*f*) **Impure water:** Any water course, well, tank, pool, canal, conduit, or cistern the water of which from any cause is so tainted with impurities as to be injurious to the health of persons living near, or using such water, or which is likely to cause or promote disease.

(*g*) **Stables and other places for animals; swine:** Any stable, cow shed, or other place for use of animals or wherein live fish or birds are kept, if in a condition resulting prejudicially to the health of persons or of the said animals. In no case shall the keeping of more than two swine in any premises in the city of Manila be permitted.

[For further provisions penalizing the maintenance of foul livery stables see sec. 529 hereof.]

(*h*) **Stagnant water, manure, and refuse:** Any accumulation or deposit of stagnant water, sullage water, manure, house refuse, or other matter, wherever situated, which is unhealthful or obnoxious.

(*i*) **Noxious matters:** Any noxious matter flowing or discharging from any premises, wherever situated, into any public street, road, or into the gutter or side channel of any street or road.

(*j*) **Noxious and objectionable business and trades:** Any manufacture, trade, or business of a noxious, noisome, or unhealthful nature, unless previously approved by the Director of Health.

(*k*) **Unhealthful cemeteries:** Any cemetery or place of burial so situated or so conducted as to be unhealthful.

(*l*) **Smoke:** Any chimney or any furnace sending forth smoke or gases in such quantity or manner as to be dangerous to the public health.

(*m*) **Keeping animals:** Any house or dwelling rendered insanitary or offensive by keeping in it chickens or other animals.

(*n*) **Depositing offensive substances in streets and harbor:** Depositing in any street, alley, public place, or in the harbor of Manila, of any manure, hay, straw, filth, offal, or any offensive substance detrimental to the public health.

(*o*) **Receptacles, mosquitoes and other insects breeding in:** Any tank, cistern, well, vault, tub, pail, jar, can, or other receptacle or container for liquids, kept in such a condition as to convert it into a nuisance because of mosquitoes or other insects breeding therein.

(*p*) **Dead animals:** Any premises wherein dead animals, other than those lawfully slaughtered for food, are deposited, buried, or permitted to remain longer than is reasonably required to effect their removal: *Provided*, That the owner or occupants of the prem-

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ises shall not be held responsible for failure to remove dead animals weighing more than thirty pounds, if it shall appear that prompt notice of the death of such animals, or their presence on said premises, shall have been furnished the most accessible police officer or station: *And provided further*, That the provisions of this section shall not be construed to prevent the depositing of dead animals at the city crematories for cremation, nor at any factory licensed under the provisions of chapter forty-nine hereof to make use of dead animals or parts thereof in manufacturing.

(*q*) **Other acts:** Any act, omission, or thing which is or may be dangerous to life or injurious to health. [86—217.]

1012. (SEC. 810.) **Owners' and occupants' duties.**—No owner or occupant or other person in charge of any lot, tenement house, premises, building, or other place whatsoever, shall allow or permit any nuisance to exist in such lot, tenement house, premises, building, or other place. Likewise, when the owner or occupant of a place has therein any receptacle or container which by the breeding therein of mosquitoes or other insects becomes a nuisance and he is required to abate the same, he shall empty said receptacle or container, or else provide the same with a mosquito-proof cover or abate the nuisance by other means satisfactory to the Director of Health. [86—218.]

1013. (SEC. 811.) **Notices to persons causing.**—The city engineer, upon being informed by the Director of Health that a nuisance involving structural features exists, shall cause a notice to be served on the person by whose act, default, or sufferance the nuisance arises or continues, or, if such person can not be found, on the owner or occupant of the premises on which the nuisance arises, requiring him, after the receipt of the notice, to abate the nuisance within a reasonable time, to be specified in the notice, and to execute such work and do such things as may be necessary for that purpose: *Provided*, First, that where the nuisance arises from the want of or defective construction of any structural convenience, or where there is no occupant of the premises, notice under this section shall be served on the owner or agent; second, that where the person causing the nuisance can not be found and it is clear that the nuisance does not arise or continue by the act, default, or sufferance of the owner or occupant of the premises, the city engineer or his agent may abate the same. [86—219.]

1014. (SEC. 812.) **Noncompliance with notice; complaints filed.**—If the person on whom a sanitary order has been served has not obtained from the city engineer or his representative a modification or withdrawal of the notice, and continues to make default in complying with the requirements of such notice, or, in the case of a nuisance, if the same, although abated since the service of the notice, is in the opinion of the Director of Health likely to recur on the same premises the Director of Health or his agent shall cause a complaint relating to the noncompliance with the said notice, or to such nuisance, to be brought to the attention of the prosecuting attorney. [86—220.]

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CHAPTER 86.

1015. VIOLATIONS OF SANITARY ORDINANCES AND REGULATIONS.

Sec.
813. Complaints.
Sec.
814. Penalty.

1016. (SEC. 813.) **Complaints.**—Any person in the city of Manila who shall violate any section or part thereof of this title or of title fourteen or chapter seventeen hereof or any regulation made in accordance therewith may be proceeded against as prescribed by the provisions of section five of Act Numbered Eleven hundred and fifty of the Philippine Commission. [86—255.]

1017. (SEC. 814.) **Penalty.**—Any person or persons, firm, company, or corporation who shall violate any provision of any section, or part thereof, of this title or of title fourteen or chapter seventeen hereof, or any sanitary regulation of the Bureau of Health made in pursuance of law, shall, upon conviction, be punished by a fine of not more than two hundred pesos or by imprisonment for not more than six months, or by both such fine and imprisonment, in the discretion of the court, for each offense. [86—256.]

CHAPTER 89.

1018. REMOVAL OF EXPLOSIVES, BUILDINGS, GARBAGE, ETC.

Sec.
831. Corpses, dead animals, garbage, etc.
Sec.
* * * *
835. Noxious substances.

1019. (SEC. 831.) **Corpses, dead animals, garbage, etc.**—It shall be unlawful to carry a corpse or any dead animal, swine, garbage, rubbish, offal, or offensive material of any description, or any explosives or inflammable material through the public streets, except in vehicles licensed for such purposes; or to convey earth, mortar, sand, garbage, rubbish, offal, or other material in such manner that any part thereof shall be scattered in any street or public way. [11 P. M. G.—11.]

* * * * * * *

1020. (SEC. 835.) **Noxious substances.**—No cart or other vehicle used for carrying putrid or offensive materials, night soil, or the contents of any water or earth closet, privy, vault, cesspool, or latrine, or having in them any other noxious substance shall occupy an unreasonable time in loading or unloading or in passing along any street or through any inhabited place or area, nor shall any unnecessary number of such carts or vehicles gather before any residence, building, or place of business. [86—75.]

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CHAPTER 92.

1021. PROHIBITION OF CERTAIN INSANITARY PRACTICES.

Sec.
* * * *
851. Depositing dirt, garbage, etc.

Sec.
* * * *
858. Barbering.

* * * * * * *

1022. (SEC. 851.) **Depositing dirt, garbage, etc.**—It shall be unlawful for any person to deposit any sand, dirt, garbage, rubbish, offal, or material of any description in any street or public way. [86—63.]

* * * * * * *

1023. (SEC. 858.) **Barbering.**—It shall be unlawful for any person or persons to engage in the business of cleaning the ears, scraping the eyelids, or barbering upon any street, lane, alley, or public square in the city of Manila. [86—113.]

CHAPTER 95.

1024. PUBLIC VEHICLES.

879. Persons with dangerous communicable diseases.

* * * * * * *

(*a*) (SEC. 879.) **Persons with dangerous communicable diseases.**—The drivers of public vehicles shall not admit therein any person known to be afflicted with a dangerous communicable disease. [86—173.]

* * * * * * *

CHAPTER 96.

1025. VETERINARY SANITATION.[1]

Sec.
895. Authority of veterinarians.
896. "Domestic animals" defined.
897. "Dangerous communicable disease" defined.
898. Inspection before admission to city.
899. Inspection, owner's duties; work animals.
900. Quarantine, cost of subsistence.
901. Method of protest against condemnation.
902. Killing and disposal of condemned animals.
903. Sick animals not to be driven or sold.

Sec.
904. Sick animals running at large.
905. Reporting animals with dangerous communicable diseases.
906. Regulating infected places.
907. Notification of animal's death.
908. Stables to be disinfected.
909. Sale, diseased meats, unlawful.
910. Unlawful disposal of dead animals.
911. Cremation.
912. Preservation by taxidermy.
913. Food, water, and ventilation.
914. Floors of stables.
915. Drains.
916. Lime-washing.

1026. (SEC. 895.) **Authority of veterinarians.**—The Bureau of Agriculture shall have authority through its regularly appointed veterinarians.

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[1] See also chap. 76, especially secs. 134, 735, 736, 742 thereof; and chap. 83, secs. 799, 800 thereof.

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(*a*) **Right to board water craft:** To board any ship, launch, casco, or other water craft entering the port of Manila or any of the waterways within this city for the purpose of inspecting any domestic animals or any effects pertaining thereto that may be on such vessel.

(*b*) **Inspection of animals brought into city:** To inspect all domestic animals shipped by rail, hauled, driven, or otherwise brought into the city of Manila.

(*c*) **Entry of public or private premises:** To enter, after properly communicating the purpose of the visit, any public or private premises where any animal affected or supposed to be affected with any dangerous communicable disease is kept, or is supposed to be kept, for the purposes of inspecting the same.

(*d*) **Animals prohibited entrance into city:** To prohibit the entrance into the city of Manila of any animal suffering from any contagious or infectious disease the tendency of which is to cause the death of such animal or animals or render them unfit for work or for human food.

(*e*) **Quarantine:** To quarantine at such place and for such time as may be necessary any animal or animals affected with any contagious or infectious disease or which may have been exposed to such disease. However, sick animals attended by a recognized veterinary doctor shall be respected because he is, of course, responsible for compliance with section nine hundred and five hereof.

(*f*) **Condemnation and cremation:** To condemn and cause to be cremated any animal or animals within the police limits of the city of Manila when such animals are found to be affected with a dangerous communicable disease endangering the safety of other animals with which they may come in contact.

(*g*) **Inspection of animals removed from city:** To inspect all animals intended for shipment or removal from the city of Manila to any other place in the Philippine Islands or any foreign port, and issue certificates to accompany such animals certifying that they are free from any dangerous communicable disease, or prohibit their shipment or removal from the city of Manila if affected with such disease.

(*h*) **Disinfection of boats, railway cars, and vehicles:** To require the cleaning and disinfecting of any boat or other water craft, railway car, wagon, cart, or other vehicle which has been used for the transportation of animals at such times as he may deem necessary to prevent the spread of contagious or infectious animal diseases.

(*i*) **Inspection fees:** To collect such inspection fees from the owners or their agents of animals shipped, driven, or otherwise brought into or sent out of the city of Manila as may be authorized by the ordinances of the Municipal Board.

(*j*) **Permits for cremation:** To issue permits for the landing for cremation of dead animals arriving in the port of Manila.

(*k*) **Slaughter and sale:** To supervise the admission to the slaughterhouse of all animals intended for slaughter, and prohibit the slaughter and sale of any animal which may be affected with any disease, wound, or injury which renders it unfit for human food, and to have such animals or the diseased parts thereof condemned and cremated.

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6. Generally disease-carrying mosquitoes fly only at night; therefore, always sleep under a good mosquito net.

7. In other respects observe the same hygienic rules that are applicable to temperate climates, including physical exercise.

1061. EXTRACT FROM PAMPHLET ISSUED BY BUREAU OF INTERNAL REVENUE.

EXCERPTS FROM THE WEIGHTS AND MEASURES LAW (ACT NO. 1519, PHILIPPINE COMMISSION) AND REGULATIONS FOR ITS ENFORCEMENT.

1. The fundamental system of weights and measures throughout the Philippine Islands shall * * * be the system known as the metric system, with the following units:

(*a*) The unit of length shall be * * * the meter.

(*b*) The unit of area shall be either the square meter, or an area of one hundred square meters known as the are.

(*c*) The unit of cubical contents or capacity shall be either the cubic meter, or the one-thousandth part thereof known as the liter.

(*d*) The unit of weight shall be * * * the gram. (Sec. 1, Act No. 1519.)

2. The use of these weights and measures, with all their decimal multiples and submultiples, together constituting the metric system, is hereby authorized. (Sec. 2, Act No. 1519.)

3. Until otherwise provided by law, the use of the English system of weights and measures in the purchase and sale of manufactured lumber is authorized * * *. (Sec. 5, Act No. 1519 as amended.)

4. The weights and measures herein authorized * * * shall be the only legal weights and measures in the Philippine Islands. These, and no others, shall be officially sealed and licensed. (Sec. 7, Act No. 1519.)

5. The metric system shall be used in all official documents. No. weights or measures except those of the metric system shall be employed in any contract, deed, or other document, publicly and officially attested: *Provided always*, That in ordering commodities or articles from other countries the standards of weights and measures commonly used in such countries in selling such commodities or articles may be employed: *And provided further*, That in the purchase and sale of manufactured lumber the English system of weights and measures may be employed. (Sec. 8, Act. No. 1519.)

6. The use of the metric system in official documents will be obligatory when expressing the weight or measure of anything, for example: the length of a piece of cloth, the area of a tract of land, the quantity of wine or rice, or the weight of hemp or sugar: *Provided*, That the use of the metric system shall be optional in stating the sizes, description, or specifications of such articles manufactured in foreign countries as are made up in sizes adjusted to other systems of weights and measures than the metric.

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1062. TABLES OF EQUIVALENT WEIGHTS AND MEASURES.

[Conforming to Act No. 1519 of the Philippine Commission. By Dr. Alvin J. Cox, Bureau of Science.]

Comparison of customary United States and metric units from 1 to 10.

(*a*) LENGTHS.[a]

	Inches to millimeters.	Millimeters to inches.	Inches to centimeters.	Centimeters to inches.	Feet to decimeters.	Decimeters to feet.	Yards to meters.	Meters to yards.	Miles to kilometers.[b]	Kilometers[b] to miles.
1	25.4001	0.03937	2.54001	0.3937	3.04801	0.328083	0.914402	1.093611	1.60935	0.62137
2	50.8001	0.07874	5.08001	0.7874	6.09601	0.656167	1.828804	2.187222	3.21869	1.24274
3	76.2002	0.11811	7.62002	1.1811	9.14402	0.984250	2.743205	3.280833	4.82804	1.86411
4	101.6002	0.15748	10.16002	1.5748	12.19202	1.312333	3.657607	4.374444	6.43739	2.48548
5	127.0003	0.19685	12.70003	1.9685	15.24003	1.640417	4.572009	5.468056	8.04674	3.10685
6	152.4003	0.23622	15.24003	2.3622	18.28804	1.968500	5.486411	6.561667	9.65608	3.72822
7	177.8004	0.27559	17.78004	2.7559	21.33604	2.296583	6.400813	7.655278	11.26543	4.34959
8	203.2004	0.31496	20.32004	3.1496	24.38405	2.624667	7.315215	8.748889	12.87478	4.97096
9	228.6005	0.35433	22.86005	3.5433	27.43205	2.952750	8.229616	9.842500	14.48412	5.59233

[a] 1 meter=10 decimeters=100 centimeters=1,000 millimeters.
[b] 1 kilometer=10 hectometers=100 decameters=1,000 meters.

(*b*) AREAS.[c]

	Square inches to square centimeters.	Square centimeters to square inches.	Square feet to square decimeters.	Square decimeters to square feet.	Square yards to square meters.	Square meters to square yards.	Square miles to square kilometers.	Square kilometers to square miles.	Acres to hectares.[d]	Hectares[d] to acres.
1	6.452	0.1550	9.290	0.10764	0.836	1.196	2.5900	0.3861	0.4047	2.471
2	12.903	0.3100	18.581	0.21528	1.672	2.392	5.1800	0.7722	0.8094	4.942
3	19.355	0.4650	27.871	0.32292	2.508	3.588	7.7700	1.1583	1.2141	7.413
4	25.807	0.6200	37.161	0.43055	3.344	4.784	10.3600	1.5444	1.6187	9.884
5	32.258	0.7750	46.452	0.53819	4.181	5.980	12.9500	1.9305	2.0234	12.355
6	38.710	0.9300	55.742	0.64583	5.017	7.176	15.5400	2.3166	2.4281	14.826
7	45.161	1.0850	65.032	0.75347	5.853	8.372	18.1300	2.7027	2.8328	17.297
8	51.613	1.2400	74.323	0.86111	6.689	9.568	20.7200	3.0888	3.2375	19.768
9	58.065	1.3950	83.613	0.96875	7.525	10.764	23.3100	3.4749	3.6422	22.239

[c] 1 square meter=100 square decimeters=10,000 square centimeters=1,000,000 square millimeters.
[d] 1 hectare=100 ares=10,000 square meters=0.01 square kilometer.

(*c*) VOLUMES.[e]

	Cubic inches to cubic centimeters.	Cubic centimeters to cubic inches.	Cubic feet to cubic meters.	Cubic meters to cubic feet.	Cubic yards to cubic meters.	Cubic meters to cubic yards.
1	16.387	0.0610	0.02832	35.314	0.765	1.308
2	32.774	0.1220	0.05663	70.629	1.529	2.616
3	49.161	0.1831	0.08495	105.943	2.294	3.924
4	65.549	0.2441	0.11327	141.258	3.058	5.232
5	81.936	0.3051	0.14158	176.572	3.823	6.540
6	98.323	0.3661	0.16990	211.887	4.587	7.848
7	114.710	0.4272	0.19822	247.201	5.352	9.156
8	131.097	0.4882	0.22654	282.516	6.116	10.464
9	147.484	0.5492	0.25485	317.830	6.881	11.771

[e] 1 cubic meter=1,000 cubic decimeters=1,000,000 cubic centimeters=1,000 liters.

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Comparison of customary United States and metric units from 1 to 10—Continued.

(*d*) MASSES.[a]

	Grains to grams.	Grams to grains.	Avoirdupois ounces to grams.	Grams to avoirdupois ounces.	Troy ounces to grams.	Grams to troy ounces.	Avoirdupois pounds to kilograms.	Kilograms to avoirdupois pounds.
1	0.06480	[b]15.4324	28.3495	0.03527	31.10348	0.03215	0.45359	2.20462
2	0.12960	30.8647	56.6991	0.07055	62.20696	0.06430	0.90719	4.40924
3	0.19440	46.2971	85.0486	0.10582	93.31044	0.09645	1.36078	6.61387
4	0.25920	61.7294	113.3981	0.14110	124.41392	0.12860	1.81437	8.81849
5	0.32399	77.1618	141.7476	0.17637	155.51740	0.16075	2.26796	11.02311
6	0.38879	92.5941	170.0972	0.21164	186.62088	0.19290	2.72156	13.22773
7	0.45359	108.0265	198.4467	0.24692	217.72437	0.22506	3.17515	15.43236
8	0.51839	123.4589	226.7962	0.28219	248.82785	0.25721	3.62874	17.63698
9	0.58319	138.8912	255.1457	0.31747	279.93133	0.28936	4.08233	19.84160

	Troy pounds to kilograms.	Kilograms to troy pounds.	Quintals to avoirdupois pounds.	Metric tons to avoirdupois pounds.	International carats to grams.	Grams to international carats.
1	0.37324	2.67923	220.46	2,204.6	0.205	4.8780
2	0.74648	5.35846	440.92	4,409.2	0.410	9.7561
3	1.11973	8.03799	661.39	6,613.9	0.615	14.6341
4	1.49297	10.71691	881.85	8,818.5	0.820	19.5122
5	1.86621	13.39614	1,102.31	11,023.1	1.025	24.3902
6	2.23945	16.07537	1,322.77	13,227.7	1.230	29.2683
7	2.61269	18.75460	1,543.24	15,432.4	1.435	34.1463
8	2.98593	21.43383	1,763.70	17,637.0	1.640	39.0244
9	3.35918	24.11306	1,984.16	19,841.6	1.845	43.9024

[a] Troy weight: 1 ounce=20 pennyweight=480 grains; 12 ounces=1 pound.
Apothecaries' weight: 1 ounce=8 drams=24 scruples=480 grains; 12 ounces=1 pound.
Avoirdupois weight: 1 pound=16 ounces; 2,000 pounds=1 short ton; 2,240 pounds=1 long ton.
[b] Weight of 1 cubic centimeter of water at maximum density.

(*e*) CAPACITIES.[c]

	Apothecary's drams to cubic centimeters.	Cubic centimeters to apothecary's drams.	Liquid ounces to cubic centimeters.	Cubic centimeters to liquid ounces.	Liquid quarts[d] to liters.	Liters to liquid quarts.[d]	Gallons to liters.	Liters to gallons.	Bushels[e] to hectoliters.	Hectoliters to bushels.[e]
1	3.70	0.27	29.57	0.0338	0.94636	1.0567	3.78543	0.26417	0.35239	2.8377
2	7.39	0.54	59.15	0.0676	1.89272	2.1134	7.57087	0.52834	0.70479	5.6755
3	11.09	0.81	88.72	0.1014	2.83908	3.1700	11.35630	0.79251	1.05718	8.5132
4	14.79	1.08	118.29	0.1353	3.78543	4.2267	15.14174	1.05668	1.40957	11.3510
5	18.48	1.35	147.87	0.1691	4.73180	5.2834	18.92717	1.32085	1.76196	14.1887
6	22.18	1.62	177.44	0.2029	5.67816	6.3401	22.71261	1.58502	2.11436	17.0265
7	25.88	1.89	207.02	0.2367	6.62452	7.3968	26.49804	1.84919	2.46675	19.8642
8	29.57	2.16	236.59	0.2705	7.57088	8.4535	30.28348	2.11336	2.81914	22.7019
9	33.27	2.43	266.16	0.3043	8.51724	9.5101	34.06891	2.37753	3.17154	25.5397

[c] 1 hectoliter=10 decaliters=100 liters=1,000 deciliters=10,000 centiliters=100,000 milliliters or cubic centimeters.
[d] 1 dry quart=1.1012 liters.
[e] 1 bushel=4 pecks=32 dry quarts.

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Comparison of customary United States and metric units from 1 to 10—Continued.

(*f*) TEMPERATURES.[a]

	Degrees Fahrenheit to degrees Centigrade.	Degrees Centigrade to degrees Fahrenheit.
0	−17.8	32
10	−12.2	50
20	− 6.7	68
30	− 1.1	86
40	+ 4.4	104
50	10.0	122
60	15.6	140
70	21.1	158
80	26.7	176
90	32.2	194
100	37.8	212

[a] °F.=$\frac{9}{5}$ °C.+32; °C=$\frac{5}{9}$ (°F—32).
Water freezes 32°F.; 0°C.
Water boils 212°F.; 100°C.

(*g*) SPECIFIC GRAVITY OF LIQUIDS AT 17.5° C.

Heavier than water.		Lighter than water.	
°Baume.	Sp. gr.	°Baume.	Sp. gr.
0	1.0000	10	1.0000
4	1.0280	12	0.9865
8	1.0576	14	0.9733
12	1.0890	16	0.9605
16	1.1224	18	0.9480
20	1.1578	20	0.9359
24	1.1955	24	0.9125
28	1.2357	28	0.8902
32	1.2788	32	0.8690
36	1.3250	36	0.8488
40	1.3746	40	0.8295
44	1.4281	44	0.8111
48	1.4860	48	0.7935
52	1.5487	52	0.7766
56	1.6169	56	0.7604
60	1.6914	60	0.7449

(*h*) COMPARISON ENGLISH AND METRIC BAROMETER READINGS.

Inches.[b]	Millimeters.
27.00	685.80
28.00	711.20
29.00	736.60
29.10	739.14
29.20	741.68
29.30	744.22
29.40	746.76
29.50	749.30
29.60	751.84
29.70	754.38
29.80	756.92
29.90	759.46
30.00	762.00
30.10	764.54
30.20	767.08

[b] 0.01 inch=0.254 millimeter.

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(*i*) *Comparison of customary United States and metric units.*

	Grams.
1 metric ton	=1,000,000
1 quintal	= 100,000
1 myriagram	= 10,000
1 kilogram	= 1,000
1 hectogram	= 100
1 decagram	= 10
1 gram	= 1
1 decigram	= 0.1
1 centigram	= 0.01
1 milligram	= 0.001

Metric measures of capacity. Liters.	The volume of a cube each side of which is in meters.
75	=0.4217
25	=0.2924
3	=0.1442
1	=0.1000
0.5	=0.0794
0.2	=0.0585
0.1	=0.0464

1 Gunter's chain=20.1168 meters.
1 fathom = 1.829 meters.
1 nautical mile (3=1 league)=1,853.25 meters.

1 furlong (8=1 statute mile)=201.169 meters.
1 rod (pole or perch)=5.029 meters.
1 square rod=0.2529 are.

Comparison of customary Spanish and metric units from 1 to 10.

(*j*) LENGTHS.

	Pulgadas to millimeters.	Millimeters to pulgadas.	Pulgadas to centimeters.	Centimeters to pulgadas.	Piés to decimeters.	Decimeters to piés.	Varas to meters.	Meters to varas.	Brazas to meters.	Meters to brazas.
1	23.222	0.04306	2.3222	0.4306	2.7867	0.3589	0.8360	1.1962	1.6720	0.5981
2	46.444	0.08612	4.6444	0.8612	5.5733	0.7177	1.6720	2.3923	3.3440	1.1962
3	69.667	0.12919	6.9667	1.2919	8.3600	1.0766	2.5080	3.5885	5.0160	1.7943
4	92.889	0.17225	9.2889	1.7225	11.1467	1.4354	3.3440	4.7847	6.6880	2.3923
5	116.111	0.21531	11.6111	2.1531	13.9333	1.7943	4.1800	5.9809	8.3600	2.9904
6	139.333	0.25837	13.9333	2.5837	16.7200	2.1531	5.0160	7.1770	10.0320	3.5885
7	162.556	0.30144	16.2556	3.0144	19.5067	2.5120	5.8520	8.3732	11.7040	4.1866
8	185.778	0.34450	18.5778	3.4450	22.2933	2.8708	6.6880	9.5694	13.3760	4.7847
9	209.000	0.38756	20.9000	3.8756	25.0800	3.2297	7.5240	10.7655	15.0480	5.3828

(*k*) AREAS.

	Pulgadas cuadradas to square centimeters.	Square centimeters to pulgadas cuadradas.	Piés cuadrados to square decimeters.	Square decimeters to piés cuadrados.	Varas cuadradas to square meters.	Square meters to varas cuadradas.	Brazas cuadradas[a] to square meters.	Square meters to brazas cuadradas.[a]	Cavanes[b] to square meters.	Square meters to cavanes.[b]
1	5.3927	0.1854	7.7655	0.1288	0.6989	1.4308	2.7956	0.3577	10,062	0.0000994
2	10.7854	0.3709	15.5310	0.2575	1.3978	2.8617	5.5912	0.7154	20,124	0.0001988
3	16.1781	0.5563	23.2965	0.3863	2.0967	4.2925	8.3868	1.0731	30,186	0.0002982
4	21.5709	0.7417	31.0620	0.5151	2.7956	5.7234	11.1823	1.4308	40,248	0.0003975
5	26.9636	0.9272	38.8276	0.6439	3.4945	7.1542	13.9779	1.7885	50,310	0.0004969
6	32.3563	1.1126	46.5931	0.7726	4.1934	8.5850	16.7735	2.1462	60,372	0.0005963
7	37.7490	1.2981	54.3586	0.9014	4.8923	10.0159	19.5691	2.5039	70,434	0.0006957
8	43.1417	1.4835	62.1241	1.0302	5.5912	11.4467	22.3647	2.8617	80,496	0.0007951
9	48.5344	1.6689	69.8896	1.1590	6.2901	12.8776	25.1603	3.2194	90,558	0.0008945

[a] 10,000 brazas cuadradas=100 loánes=10 balitas=1 quiñon.
[b] 1 cavan=3,600 brazas cuadradas. The numbers in this column are based on the value for one braza of 2.795 meters as given in Act No. 1519 of the Philippine Commission. If the more accurate value of 2.795584 meters be used, one cavan would equal 10,064.1 square meters.

(*l*) MASSES.

	Onzas to grams.	Grams to onzas.	Libras to kilograms.	Kilograms to libras.	Arrobas to kilograms.	Kilograms to arrobas.	Quintales to kilograms.	Kilograms to quintales.	Piculs (or picos) to kilograms.	Kilograms to piculs (or picos).
1	28.75	0.0348	0.460	2.174	11.500	0.0870	46.000	0.02174	63.250	0.01581
2	57.50	0.0696	0.920	4.348	23.000	0.1739	92.000	0.04348	126.500	0.03162
3	86.25	0.1043	1.380	6.522	34.500	0.2609	138.000	0.06522	189.750	0.04743
4	115.00	0.1391	1.840	8.696	46.000	0.3478	184.000	0.08696	253.000	0.06324
5	143.75	0.1739	2.300	10.870	57.500	0.4348	230.000	0.10870	316.250	0.07906
6	172.50	0.2087	2.760	13.043	69.000	0.5217	276.000	0.13043	379.500	0.09487
7	201.25	0.2435	3.220	15.217	80.500	0.6087	322.000	0.15217	442.750	0.11068
8	230.00	0.2783	3.680	17.391	92.000	0.6956	368.000	0.17391	506.000	0.12649
9	258.75	0.3130	4.140	19.565	103.500	0.7826	414.000	0.19565	569.250	0.14230

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Comparison of customary Spanish and metric units from 1 to 10—Continued.

(*m*) CAPACITIES.

	Apatanes to cubic centimeters.	Cubic centimeters to apatanes.	Chupas to cubic centimeters.	Cubic centimeters to chupas.	Gantas to liters.	Liters to gantas.	Cavanes to liters.	Liters to cavanes.	Arrobas to liters.	Liters to arrobas.
1	93.75	0.01067	375	0.00267	3	0.33	75	0.0133	16	0.0625
2	187.50	0.02133	750	0.00533	6	0.67	150	0.0267	32	0.1250
3	281.25	0.03200	1125	0.00800	9	1.00	225	0.0400	48	0.1875
4	375.00	0.04267	1500	0.01067	12	1.33	300	0.0533	64	0.2500
5	468.75	0.05333	1875	0.01333	15	1.67	375	0.0667	80	0.3125
6	562.50	0.06400	2250	0.01600	18	2.00	450	0.0800	96	0.3750
7	656.25	0.07467	2625	0.01867	21	2.33	525	0.0933	112	0.4375
8	750.00	0.08533	3000	0.02133	24	2.67	600	0.1067	128	0.5000
9	843.75	0.09600	3375	0.02400	27	3.00	675	0.1200	144	0.5625

1063. ORDINANCE No. 125.

An ordinance to regulate and enforce the use of sewers and drains in the city of Manila, Philippine Islands.

Whereas the completion of the new sewer system makes possible the sanitary disposal of sewage, necessary for the public health: Now, therefore,

Be it ordained by the Municipal Board of the city of Manila, that:

SECTION 1. Every building or premises in the city of Manila shall be connected with the sanitary sewer system when the owner or agent of such building or premises is notified in writing by the official designated by the Municipal Board or by the Director of Health or his authorized representative that the sewer into which his building or premises can drain is ready for service.

SEC. 2. Every concessioner for connecting his premises with the sewers or drains of the city of Manila shall be governed by and subject to the rules and regulations provided in this ordinance and in chapter twelve, Revised Ordinances.

SEC. 3. Connections with the sanitary sewers shall consist of two distinct parts, namely: (1) A connection from the sanitary sewer to the property line, and (2) a connection from this latter point to the house fixtures.

SEC. 4. Upon receipt of the notice provided for in section one hereof, it shall be compulsory for each owner or agent of a building or premises to have begun, within thirty days from date of such notification, the work of connections from the sanitary sewer to the property line of said owner or agent.

The connection from the property line to the house fixtures shall be completed by the owner or agent within sixty days after the completion of the connection to be made by the city.

SEC. 5. Connections with the sanitary sewer or storm-water drains from the said sewer or drain to the property line, and all work connected therewith, and any repairs to the same shall be performed by the city of Manila. The charges for the connections with the sanitary sewer and drains will be the cost to the city, and shall be so proportioned that each connection will be charged for one-half the cost of two connections located on opposite sides of the street, regardless of the actual location of sewers and drains, with such reasonable charges as may be determined by the Municipal Board to compensate for office expense, use of tools, plant, and for contingencies.

SEC. 6. Applications for permits to make connections with the sanitary sewers or storm-water drains, or for repairs to the same must be made in writing on blank forms provided for that purpose, and shall be signed by the owner or his

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authorized agent. Permit for the connection shall not be issued unless a sum sufficient to cover the estimated cost of the work be deposited with the disbursing officer, Municipal Board. For the purpose of this ordinance it shall be understood that the work has begun, as required in section four of this ordinance, when the permit is issued.

SEC. 7. Wherever existing house sewers connect with a vault, cesspool, or other similar arrangement, and it is possible to connect with the sanitary sewers, the connection will be made directly with the sewer, and the vault, cesspool, or other similar depository shall be filled in with clean-fresh material level with the surrounding ground. Whenever the existing drains serve both for house sewage and for surface drainage, the two shall be separated. House sewage and stable liquids alone shall be permitted to enter the sanitary sewers, and in no case will storm water or surface drainage be allowed to enter therein. Stable drains must be so arranged as to prevent the entrance of storm water. (See chapter twelve, section two hundred and twenty-two of the Revised Ordinances.)

SEC. 8. The charges for sewer service shall be two and one-half centavos for each cubic meter of water supplied to premises connected with the new sewer system: *Provided*, That water which is not discharged into the sanitary sewer may be supplied to the consumer through a separate meter, and when so supplied the above charge of two and one-half centavos per cubic meter shall not be made.

SEC. 9. No person, firm, or corporation shall interfere with the free and unobstructed flow in the sewers and drains nor injure, break, destroy, or remove any part of the sewer or drainage system or its appurtenances, nor build connections, additions, or extensions to same without written permission from the proper official; nor shall any solids such as garbage, manure, dead animals, vegetable refuse, rags, ashes, cinders, or other foreign matter which may interfere with the flow be thrown or allowed to enter any sewer or drain, or shall there be any steam exhaust or hot-water connections made directly into the sewers or drains.

SEC. 10. Any person or persons, firm, company, or corporation who shall violate any of the provisions of sections four, seven, and nine of this ordinance shall, upon conviction, be punished by a fine not to exceed two hundred pesos, Philippine currency, or by imprisonment not to exceed six months, or by both such fine and imprisonment, in the discretion of the court, for each offense.

SEC. 11. This Ordinance shall take effect on its passage.

Enacted, September 27, 1909.

1064. ORDINANCE No. 126.

An ordinance amending section one hundred and twenty-five of the Revised Ordinances of Manila, enacted June thirtieth, nineteen hundred and eight, by making it illegal for owners or agents of houses of light materials standing in strong-material districts to order, authorize, allow, or suffer them to be repaired or altered with light materials.

Be it ordained by the Municipal Board of the city of Manila, that:

SECTION 1. Section one hundred and twenty-five of the Revised Ordinances of Manila is hereby amended to read as follows:

"SEC. 125. *Buildings of light materials within district of strong materials; permits and prohibitions.*—No permits shall be issued for the alteration or repair of buildings of light materials now standing within the district of strong materials except as provided in section one hundred and twenty-two of the Revised Ordinances of Manila, and no owner or agent of any building of light

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material standing within the district of hard materials shall order, authorize, allow or suffer such buildings to be repaired or altered with light materials.

"Any person violating the provisions of this section shall, upon conviction, be punished by a fine of not more than two hundred pesos, or by imprisonment for not more than six months, or by both such fine and imprisonment in the discretion of the court, for each offense; that is, for each separate reparation or alteration, regardless of size or extent, that is effected with light materials."

SEC. 2. This ordinance shall take effect on and after its passage.

Enacted, October 11, 1909.

1065. ORDINANCE No. 127.

An ordinance amending section ninety-three of the Revised Ordinances of the city of Manila, enacted June thirtieth, nineteen hundred and eight, relating to conditions under which building permits become void.

Be it ordained by the Municipal Board of the city of Manila, that:

SECTION 1. Section ninety-three of the Revised Ordinances of the city of Manila is hereby amended to read as follows:

"SEC. 93. *Permits void, or lost, when; Result.*—If, after a permit shall have been issued, the operations therein authorized shall not have been begun within ninety days from the date of said permit, the permit shall be null and void, and before such operations may be begun the owner or his agent shall make application for and obtain a new permit. Every permit issued shall become null and void at the expiration of one year from date of issue, or upon the prior completion of the particular work for which it was issued, except that an extension of time for the completion of new buildings of strong materials may be granted by the City Engineer gratis. In every case where a new permit is issued in place of one which has become void, the fees, as hereinafter in this chapter fixed for original permits, shall be paid thereof. In case any permit is lost, a duplicate may be issued, for which a fee of fifty centavos shall be paid for permits pertaining to buildings of light or mixed materials, and a fee of one peso for permits pertaining to buildings of strong materials.

All permits heretofore issued for the erection, construction, alteration, repair, or removal of any building or structure, or any part thereof, in the city of Manila, shall become null and void on and after November first, nineteen hundred and ten."

SEC. 2. This ordinance shall take effect and be in force on and after November first, nineteen hundred and nine.

Enacted October 28, 1909.

1066. ORDINANCE No. 139.

An ordinance amending sections thirty-two, two hundred and twenty-nine, and two hundred and thirty-six of the Revised Ordinances of the city of Manila, relating to sanitary requirements of all buildings erected within the said city of Manila.

Be it ordained by the Municipal Board of the city of Manila, that:

SECTION 1. Sections thirty-two, two hundred and twenty-nine, and two hundred and thirty-six of the Revised Ordinances of the city of Manila are hereby amended to read as follows:

"SEC. 32. *Sanitary requirements.*—All buildings erected in the city of Manila shall further conform to the requirements of title eleven hereof. All buildings containing plumbing or plumbing fixtures shall conform to the requirements of chapter twelve hereof. No building or addition to any building shall be con-

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structed in the city of Manila nor shall any permit or authority be granted for the construction of such building or structure until the Director of Health shall have approved in writing the ground site thereof."

"SEC. 229. *Measurement and size of courts, etc.*—Courtyards and light wells shall be measured in the clear of all projections into them with the exception of roof leaders, wall coping, sills, or fire escapes not exceeding one and twenty one-hundredths meters in width. The minimum size of a court for a one-story building shall be six square meters; for a two-story building, nine square meters; for a three-story building, twelve square meters; and for a four-story building, twenty square meters. No court, courtyard, or light well shall be less than two meters in width for a one or two story building nor less than three meters in width for a three or four story building."

"SEC. 236. *Area of windows.*—No cubicle or room shall be constructed or maintained in a building intended for human habitation unless such cubicle or room is provided with a window or windows or a skylight having a total area of not less than one-tenth of the floor area of such cubicle or room and opening directly into the external air. For the purpose of this section the words 'opening directly into the external air' shall be construed and held to mean:

"(*a*) Opening on to any public street, public alley, or navigable water course.

"(*b*) Opening on to any yard, courtyard, or into any light well or vent shaft of the dimensions specified in section two hundred and twenty-nine of the Revised Ordinances of the city of Manila, as amended by this ordinance. The said yard, courtyard, light well, or vent shaft shall pertain to and form a part of the premises upon which the building is erected.

"(*c*) Opening on to the external air by means of skylights of which the unobstructed air space above and surrounding the aperture of such skylights shall not be less than that specified for courtyards or light wells in section two hundred and twenty-nine of the Revised Ordinances of the city of Manila, as amended by this ordinance."

SEC. 2. This ordinance shall take effect on its passage.

Enacted, October 5, 1910.

1067. REGULATIONS OF THE BUREAU OF HEALTH FOR THE SANITARY CONTROL OF CIGAR FACTORIES.

DEPARTMENT OF THE INTERIOR,
BUREAU OF HEALTH FOR THE PHILIPPINE ISLANDS.

MANILA, P. I., *October 27, 1910.*

1. The regulations for the sanitary control of cigar factories manufacturing cigars for export to the United States, promulgated by the Bureau of Health on the 2d of December, 1909, and April 1, 1910, are hereby repealed and the following regulations substituted therefor.

2. All the rules and measures at present in force for the sanitary maintenance of houses and shops shall be observed most rigorously, giving special attention to personal cleanliness and to the sweeping and washing of floors and walls, and also to the collection of garbage and refuse in metal receptacles with well fitted covers. (Sec. 690, Revised Ordinances.)

3. The air space in tobacco factories per adult employee shall be a minimum of 6 cubic meters, providing that the window area is one-tenth of the floor space of the room. If the window area is one-fifth of the area of the floor, the minimum may be 5 cubic meters per employee.

4. There shall be installed at some convenient place, approved by the Director of Health, in each factory, wash basins of modern type, arranged in rows,

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with an abundant supply of water, with proper traps and vents and connected with the sewer. One or more special employees of the factory shall have charge of the cleaning and proper keeping of these wash basins and shall see that each laborer or workman before commencing work shall wash his hands with soap and water. The Bureau of Health may, at its discretion, compel this washing to be done with a disinfecting solution.

5. A sufficient number of modern water-closets, properly trapped and vented, shall be installed for the employees of each sex, and also a wash-basin fixture of approved type installed for each three flush closets. The closet for men should be equipped, in addition, with a sufficient number of urinals of modern type approved by the Bureau of Health. One or more special employees shall be in charge of the cleaning and proper keeping of these apparatus and shall see that all employees, male or female, carefully wash their hands upon leaving the closet. Upon request of the factory, such employees, as well as those performing similar duties referred to in paragraph 4, will be given special appointments by the Director of Health as subsanitary inspectors.

6. No restaurant, canteen, dining room, or "carinderia" will be permitted in the interior of the factory except those with first-class sanitary accommodations.

7. All employees, upon original entry into the factory and at least bimonthly thereafter, must satisfactorily pass a medical examination by the physician of the factory and be provided with a health report card (form attached) showing name, age, factory number, sex, occupation, residence, and mother's name, with a space for a bimonthly report of medical examination, to be indicated by the initial of the examining physician with the date of his examination.

No employee shall be admitted to the factory at any time without this card showing him to be free from contagious, infectious, or desquamative disease.

This semimonthly inspection shall not prevent the inspection at any time of any or all of the employees, male or female, by a health officer whose decision in matter of disease and sanitation shall be final.

8. The use of cuspidors of smooth and polished surface, to facilitate their cleaning, which must be done at least once every day, shall be compulsory in all factories.

9. Young children, especially nursing children, shall not be permitted to enter any cigar factory.

10. It is absolutely prohibited to use saliva, impure water, the lips, tongue, or mouth, or unclean hands in any operation directly connected with the manufacture or packing of cigars and cigarettes. It is also prohibited to trample, or walk, or stand on the tobacco for any purpose whatever.

11. All the operations in selection of leaves and the drying and manufacture of cigars and cigarettes, except where necessary in process of manufacture, shall be made upon perfectly dry floors and on dry, clean working tables. The warehouses shall be dry and well provided with air and light. The use of clean mats upon floors and tables, also clean, is permitted.

12. For the purpose of preventing so far as possible the falling to the floor and probable contamination of tobacco leaves and other materials used, work tables shall be provided with troughs along their edges, of suitable material, which shall be kept in a proper state of cleanliness.

13. No article of clothing or part thereof, as skirts, "tapis," handkerchiefs, etc., will be used to wrap or remove from one place to another tobacco or other materials used in the manufacture of cigars and cigarettes.

14. No room, parlor, warehouse or premises used as a shop or a part of a cigar factory shall be used as habitation or sleeping room by any person or persons at any time of day or night.

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15. All factories shall be kept open to the inspection of the officers and employees of the Bureau of Health, without previous notice, at the hours fixed for inspection by sections 663 to 665 of the Revised Ordinances. These inspections may be made at hours and days wholly unexpected, in order that the degree of attention which the owners pay to the compliance with these rules may be determined.

VICTOR G. HEISER, *Director of Health.*

[Front.]

Medical inspection under tobacco factory sanitary regulations.

IDENTIFICATION CARD AND HEALTH CERTIFICATE.

Traiga consigo esta tarjeta diariamente.
Dadalhin sa araw-araw ang tarhetang itó.

Name of factory Insular

Holder's name Juan de la Cruz No. 196

Residence 18 San Juan de Letrán, Intramuros

Age 24 years. Sex Male

Classification Machinist

Mother's name Sergia Arévalo

No pierda V. esta tarjeta.
Huwág iwalâ ó máwaglít ang tarhetang itó. [OVER.]

[Back.]

191 .	First examination.	Second examination.
Jan.	J. D.—15th	J. D.—30th
Feb.		
Mar.		
Apr.		
May		
June		
July		
Aug.		
Sept.		
Oct.		
Nov.		
Dec.		

Name of factory physician:
JUAN DOE.

Sample of card to be used in compliance with provisions of paragraph No. 7. Card to be 12 centimeters by 8 centimeters; printed on both sides.

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[Circular I-53.]

1068. REGULATIONS FOR MILKING, HANDLING, AND SELLING OF FRESH MILK.

The following simple rules are given for the information and guidance of all persons concerned:

Medical inspectors are requested to see that copies of this circular are freely distributed to dairymen, street milk venders, and every person engaged in the business of obtaining or selling milk.

Noncompliance with, or violation of, any or all of these regulations will be deemed sufficient reason for revocation of business license or permit.

(1) Diseased animals shall be excluded from milking; also cows and caraballas two weeks before or one week after calving.

(2) Never excite a milch cow or caraballa by hard driving, abuse, or unnecessary disturbance.

(3) Keep the stable thoroughly clean and remove the manure within one hour previous to milking.

(4) Feed no dry, dusty feed just previous to milking.

(5) Use only receptacles and utensils made of glass, porcelain, or smooth-surfaced metal with well-fitted corks or covers for collecting, distributing, or peddling of milk. Never allow metal utensils to become rusty or rough.

(6) Immediately after use clean all receptacles and utensils with soap and pure water and then immerse in boiling water for half an hour.

(7) Dry all receptacles and utensils by keeping them inverted in a clean, airy, and sunny place.

(8) The hands should be washed with soap and boiled water before milking. Under no circumstances should diseased persons be permitted to perform the act of milking or to remain in any place where milk is stored.

(9) The udder and adjacent parts should be washed with soap and warm boiled water before milking.

(10) Milk with your hands wet in warm boiled water and never touch the milk with your hands.

(11) Throw away about a tablespoonful of the first portion of the milk.

(12) Throw away all milk that has a bloody, stringy, or unnatural appearance, or which becomes dirty by accident.

(13) Strain the milk through a metal strainer and then keep it in a dry, clean place, screened against flies, or better in a clean ice box.

(14) Never mix or add anything to the milk that is to be sold.

(15) Boiling is not necessary to purify the milk; heating to a point just below boiling is all that is required.

VICTOR G. HEISER, *Director of Health.*

1069. POSTAL INFORMATION.

DOMESTIC POSTAGE RATES.

Matter addressed for delivery in the Philippines, Canada, Cuba, Mexico, Panama, United States (including Hawaii and Porto Rico), Guam, Tutuila (including all adjacent islands of the Samoan Group which are possessions of the United States (and Shanghai postal agency, not including cities in China served therefrom), is subject to the following rates of postages:

First class (written or sealed matter), 4 centavos for each ounce or fraction thereof. Matter of this class for delivery in the Philippines, 2 centavos each half ounce or fraction thereof.

Postal cards, 2 centavos each.

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Second class (periodicals), 2 centavos per pound or fraction thereof, when mailed by publishers or newspaper agents. When mailed by others 2 centavos for each ounce or fraction thereof.

Third class (books circulars, photographs, etc.), 2 centavos each 2 ounces or fraction thereof. Limit of weight, 4 pounds, except single books weighing in excess of that amount.

Fourth class (merchandise and matter not included in above classes), 2 centavos each ounce or fraction thereof. Limit of weight, 4 pounds, except single blank books.

FOREIGN POSTAGE RATES.

Letters, 10 centavos each half ounce or fraction thereof.

Postal cards, 4 centavos each.

Prints, 2 centavos each 2 ounces or fraction. Limit of weight, 4 pounds 6 ounces.

Commercial papers (minimum charge, 10 centavos), 10 centavos for first 10 ounces; 2 centavos each 2 additional ounces or fraction of 2 ounces. Limit of weight, 4 pounds 6 ounces.

Samples of merchandise (minimum charge, 4 centavos), 4 centavos for first 4 ounces or less, 2 centavos for each 2 additional ounces or fraction of 2 ounces. Limit of weight, 12 ounces.

REGISTRATION.

All classes of mail matter may be registered. Registry fee, 16 centavos in addition to the postage, to be paid by means of stamps affixed.

MONEY ORDERS.

Money orders are issued payable to the United States (including Guam, Hawaii, Porto Rico, and Tutuila, Samoa); and in the Bahamas, Bermuda, British Guiana, British Honduras, Canada, Canal Zone (Isthmus of Panama), Cuba, Newfoundland, at the United States postal agency, Shanghai (China), and the following islands in the West Indies: Antigua, Barbados, Dominica, Grenada, Jamaica, Montserrat, Nevris, St. Kitts, St. Lucia, St. Vicenta, Trinidad and Tobago, and Virgin Islands; payable at all money order offices in the Philippine Islands.

The table of fees is as follows:

	United States currency.	Payable in the Philippines (U. S. c.)	Payable in the other countries named above (U. S. c.)
For orders for sums not exceeding	$2.50	$0.05	$0.05
Over $2.50 and not exceeding	5.00	.07	.07
Over $5 and not exceeding	10.00	.10	.10
Over $10 and not exceeding	20.00	.12	.16
Over $20 and not exceeding	30.00	.14	.24
Over $30 and not exceeding	40.00	.17	.31
Over $40 and not exceeding	50.00	.20	.38
Over $50 and not exceeding	60.00	.22	.45
Over $60 and not exceeding	75.00	.27	.58
Over $75 and not exceeding	100.00	.32	.75

Apply to postmaster for information regarding money orders drawn on countries other than those named above.

NOTE.—Section 3 of Act No. 1476 provides that no money order shall be issued for a greater sum than $100 United States currency, and no postmaster shall directly or indirectly sell more than ten money orders in one day to one party payable to the same person.

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[NOTE.—All figures indicate paragraph numbers.]

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